

CITY OF MARION, OHIO  
**APPLICATION TO THE BOARD OF ZONING APPEALS**

The undersigned \_\_\_\_\_ on behalf of \_\_\_\_\_, hereby makes application to the Board of Zoning Appeals under its powers defined in Title X, Chapter 1169, Section 1169.01 Original Jurisdiction Application.

Application to the Board of Zoning Appeals for a permit is hereby made in reference to Section \_\_\_\_\_ titled \_\_\_\_\_ for the property known as \_\_\_\_\_.

Applicant further states the following to be the grounds on which the approval should be granted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

Application Filed: \_\_\_\_\_

Notice to abutting property owners completed on \_\_\_\_\_

\_\_\_\_\_  
Secretary, Board of Zoning Appeals  
740-387-4935

## Procedure for a Variance Permit

1. Names and address' of all abutting property owners are to be attached and made a part of this application. This form is to be taken to the **Marion County Auditor's Office in the County Building, 222 West Center Street**. Allow some time for this to be completed by the personnel. The Auditor's office will certify this information.
2. **File a sketch or drawing of the property** described in the application and indicate all dimensions in feet.
3. File the application and land owners certified form including the fee with the Secretary to the Board of Zoning Appeals in the office of the Clerk of Council no less than fourteen (14) days prior to the meeting. (Board of Zoning Appeals meets on the second Tuesday of each month at 6:30 p.m. in Courtroom No. 1 at City Hall).
4. After you file with the Secretary, a legal notice will be published in the newspaper and all abutting property owners will be notified by certified mail. YOU WILL NOT BE NOTIFIED BY CERTIFIED MAIL. You will be sent a letter notifying you of the date and time for the meeting by regular mail at the address provided by you.
5. Following the meeting of the Board of Zoning Appeals, if your application is approved, you must obtain the proper permit from the Zoning Inspector.
6. There is a **\$100.00** fee per application. Other charges may apply. This amount must be made payable to the City of Marion by Check or Money Order or Cash.
7. The Applicant and/or Owner **must attend** the Board of Zoning Appeals Meeting.

Abutting is defined as property contiguous (touching) and directly across the street or alley from the parcel, tract or lot which is being considered by the Board of Zoning Appeals for said permit.

If you have any questions please contact the secretary to the Board at 740-387-4935.

