



SUBDIVISION VARIANCE SUBMITTAL INSTRUCTIONS

****Please review the following to ensure all submittal requirements are provided. Incomplete submittals will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.***

*****Forward any questions about application, site plan, and/or submittal options and requirements to 614-525-3094 or Planning@franklincountyohio.gov.***

- 1. COMPLETED APPLICATION FORM – Please confirm all application form requirements are complete.**
 - a. Include all Property, Owner, Applicant, and Agent Information
 - i. Site address, Parcel ID, Acreage, Township, Zoning District
 - ii. Name(s) Address(es), Phone Number(s), Email Address(es)
 - b. Mark all checklist boxes on application form to confirm all required documents have been provided.
 - c. Describe the Variance requested and list the relevant section(s) of the Subdivision Regulations
 - d. Provide a detailed description of the project
 - e. Provide detailed answers to the Variance questions 1 – 3.
- 2. COMPLETED SITE PLAN/SURVEY**
 - a. Confirm ALL Survey requirements have been provided.
 - i. Refer to Plan checklist in application packet for general requirements.
 - ii. Requirements may vary depending on the proposed layout and/or site conditions.
 - iii. Contact Planning Department to confirm site specific plan requirements.
 - b. Missing items may cause the application to be rejected until the required information is provided and confirmed by Staff. (Refer to checklist in the appropriate subdivision application)
- 3. APPLICATION SUBMITTAL**
 - a. Applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104.
 - b. Incomplete applications may be rejected and/or returned to the owner/applicant.
 - c. Complete applications must be received by noon on the 3rd Tuesday of each month to be scheduled for the Planning Commission hearing on the 2nd Wednesday of the following month. Confirm with Planning Department for monthly hearing schedules.
- 4. TECHNICAL REVIEW COMMITTEE REFERRAL**
 - a. Applications must comply with applicable local and state requirements and regulations. These may include, but are not limited to, the Franklin County Public Health Regulations, Franklin County Sanitary Engineer requirements, Franklin County Drainage Engineer requirements, Franklin County Engineer requirements.
 - b. Referral agencies must confirm compliance with applicable regulations prior to approval.
 - c. Additional permits may be required from the Townships for access or from technical review agencies.



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Board of Commissioners
**ECONOMIC DEVELOPMENT
& PLANNING**

Application for
**Subdivision
Variance**
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Property Information

Site Address:

Parcel ID(s):

Total Acreage:

Current Zoning:

Township:

Subdivision:

Staff Use Only

Case #

Date Filed:

Fee Paid:

Receipt #

Hearing Date:

Received By:

Requested Variances/Decision or Interpretation Appealed

Section Number(s) of the county subdivision regulations and a brief description of variance(s) requested:

Section

Description

Section

Description

Section

Description

The following shall govern the granting of the variance: (Provide explanation, use separate sheet if needed)

Is the variance detrimental to the public health or safety or is it injurious to other property?

☐ Yes☐ No

Are the circumstances of the request unique to the property and not generally applicable to others?

☐ Yes☐ No

Due to physical surroundings, shape or characteristics of the property, would a hardship result, as distinguished from an inconvenience, if the strict letter of the Subdivision Regulations were enforced?

☐ Yes☐ No



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Property Owner Information

Name:

Address:

Phone #

Fax #

Email:

Engineer/Surveyor Information

Name:

Address:

Phone #

Fax #

Email:

Applicant Information

☐ Same as property owner

☐ Same as engineer/surveyor

Name:

Address:

Phone #

Fax #

Email:

Water & Wastewater

Water Supply

☐ Public (Central)

☐ Private (On-site)

☐ Other:

Wastewater Treatment

☐ Public (Central)

☐ Private (On-site)

☐ Other:

Checklist

☐ Completed Application

☐ Fee Payment (*checks only*)

☐ Copy of denied application, if applicable

☐ Site plan, max. size 11"x17"

☐ Proof of Water/Wastewater



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Applicant Signature

To the best of my/our knowledge and belief, information and materials submitted as a part of this Variance application are correct, complete and accurate. The Franklin County Technical Review Committee members are hereby granted permission to enter the property for inspection and review purposes.

Applicant

Date

Engineer

Date

Property Owner (Signature must be notarized)

Date

Property Owner (Signature must be notarized)

Date

Applications may be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN:Planning Department. For any questions contact 614-525-3094 or Planning@franklincountyohio.gov.