



# CITY OF WILLARD

**PUBLIC WORKS DEPARTMENT**  
P. O. BOX 367, WILLARD, OH 44890-0367  
PHONE 419-935-6555 • FAX 419-933-4545  
[WWW.WILLARDOHIO.GOV](http://WWW.WILLARDOHIO.GOV)

Office Use Only
Fee: \$135.00
Date: _____

## VARIANCE REQUEST APPLICATION

Location Address \_\_\_\_\_ City, State Zip Willard, Ohio 44890

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Contractor/Engineer/Architect \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

### NATURE OF VARIANCE

Describe Generally Nature of Variance Request: (You may also submit a separate letter detailing).

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Describe any Hardships this Creates:

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- ATTACH:**
1. Fifteen copies of a scaled drawing showing infringements upon setbacks if applicable.
  2. Fifteen copies of any other drawing or pictures that relate to the variance request.
  3. Two copies of all pertinent plans and drawings associated with the variance.
  4. A list of Property Owner's names within 300' in all directions of the applicant's property. List those properties that directly abut the applicant's property on top with a special designation. Please refer to the County Auditor's website <https://huronoh-auditor-classic.ddti.net/Map.aspx> to gather this information.
  5. A \$135.00 filing fee at the time of application.
  6. A letter explaining the justifications for this variance request. i.e. Special conditions that exist peculiar to this property or structure or any other information.

I hereby certify that I have read and examined this application and know the information to be true and correct.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT DATE

\*\* Please read the reverse for more information on the variance process \*\*

## **VARIANCE PROCESS**

Please submit this signed Variance Request Application and all necessary information to the Code Enforcement Officer at 631 S. Myrtle Ave, PO Box 367, Willard, OH 44890.

The Building and Zoning Board of Appeals meets as needed. Once all of the information specified on the application has been received, a public hearing shall be scheduled.

## **NOTICE**

Notice shall be given in Willard Times Junction paper and on the City of Willard's website.

At least 10 days before the hearing, written notice shall be sent to all property owners within 300 feet of the location. Notice by certified mail shall be sent to all abutting property owners.

If the Building and Zoning Board of Appeals approves the variance, it then moves to Council for their approval.

## **MEETING**

The Building and Zoning Board of Appeals meetings and Council meetings are open to the Public.

Persons and their representatives requesting a variance are encouraged to attend the Building and Zoning Board of Appeals meeting and the City Council meeting to answer any questions the Board or Council may have.