



BOARD OF ZONING APPEALS (BZA)  
USE VARIANCE CHECKLIST

**Purpose:** Where there are practical difficulties preventing a property owner from conforming with the strict requirements of the Code, the BZA shall have the power to authorize variances from Code requirements, per Section 153.231(H)(3) of the Dublin City Code. Recommendations from the BZA will be made to City Council only in cases where there is evidence of an unnecessary hardship imposed on the property in the official record of the hearing and a finding per the Code. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents consist of multiple pages and include project narratives, conceptual plans, and sketches, as guided in your staff meeting, along with those listed below. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Applications that are incomplete for 60 days shall be closed; applications that are a result of Notices of Violation will have 30 days to be complete and shall be heard within 60 days of submittal to avoid further prosecution.**

III. Project Narrative and Review Criteria Statement

- Explain the requested variance.
- Identify the development text requirement or Code Section from which the variance is needed and how the requested variance relates to the applicable development standards.
- If the applicant has been denied a Certificate of Zoning Compliance for the property, provide a copy of denied CZC and explain reason for denial.
- Explain the special circumstances/conditions peculiar to the land/structure not applicable to other properties/structures in the same zoning district.
- State how the special conditions are not a result of applicant's actions/inactions.
- If the variance were granted, clarify how it would not cause substantial adverse effect to property/improvements nearby or materially impair the intent and purposes of the Dublin City Code requirements.
- Indicate how the variance, and conditions creating the need, are not general and/or recurrent such that the Code should be modified.
- Explain how granting the variance would not negatively affect governmental services.
- Describe how the practical difficulty might be addressed through some other method, even if the solution is less convenient and/or more costly.
- Provide any additional information to help the BZA make a decision.

IV. Scaled Plans and Drawings

Cover Page

- Project title, address.

- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address, if applicable.

#### Vicinity and Context

- Provide a general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries, if applicable.
- Provide context photos of the project site showing adjacent sites from all four directions, including across any streets.
- If the project is adjacent to any residential uses, provide evidence of contact with those residents regarding the proposal.

#### Site Plan

- Show boundaries and dimensions of the lot.
- Show current sizes and locations of existing and proposed structures, access ways, walks, off-street parking, loading spaces, landscaping, lighting, and signs.
- Indicate all existing or proposed uses on all parts of the lot, along with uses of land and locations of structures within 100' of the subject property.
- Highlight the conditions of the site that address the Code criteria.
- Include any other information that staff or BZA might deem necessary to make a decision on the request.