



## Prairie Township Zoning Office

25 Maple Drive  
Columbus, Ohio 43228

(614) 878-3317 ext 103

(614) 878-0566 Fax

www.prairietownship.org

### SUBMISSION REQUIREMENTS – VARIANCE APPLICATION

The Prairie Township Board of Zoning Appeals regular scheduled meeting is the second Tuesday of each month at 7:00 p.m.

#### Submission Requirements:

In order for your Variance Application to be processed and placed on the Prairie Township Board of Zoning Appeals agenda, you must submit the following material and have it reviewed by the Zoning Office. **Applications are not complete unless all of the items listed below are submitted along with the completed application.**

1. Application Form Completed
2. Plot plan drawn to scale indicating north arrow on drawing. Drawing needs to provide all information mentioned on this form. (You must submit 9 copies of any large plats).
3. Lot dimensions and boundary lines including total square footage of principal and all accessory buildings. Include setbacks from all property lines.
4. Indicate size of any and all proposed structures. Include setbacks from all property lines.
5. All road and alley right-of-way measurements, including any and all utility easements, and indicating any and all changes or modifications. Approved by appropriate road authority.
6. Names and addresses of all owners of property within, contiguous to, and directly across the street from the area that is the subject of application, and such other persons who may have an interest in the proceeding, as may be designated as parties in interest by the BZA.
7. Written statement describing the nature of the request. Give details and evaluate the impact upon adjoining properties.
8. All applicable fees. Single family dwelling \$\_\_\_\_\_. Business and all other \$\_\_\_\_\_.

Commercial Districts must provide additional information as follows. Copies of Sections, which are applicable, will be provided.

1. Parking lot requirements set forth in Article 11. (Copies will be provided). A detailed parking plan showing number of spaces and dimensions, drainage plans (blue prints to be approved, checklist will be provided) traffic patterns approved by Prairie Township Fire Prevention Officer 878-4124.
2. Landscaping and screening plans to meet all requirements set forth in Article 10. (Copies will be provided).
3. Signage must meet requirements set forth in Article 12. (Copies will be provided).