

What do I need to apply for a variance?

Variance Application Checklist



Pre-Application Meeting with City Planner



Basic Application for Zoning Certificate Review

- Application form must be signed and completed with original signatures on clear and legible copies.
- Application fee of \$400 due at the time of submittal.



Submit Plans and Property Map

- Submit site plans, floor plans, elevations and other drawings necessary to convey the need for a variance.
- Visit centervilleohio.gov/maps to create a site map of the property or parcel.

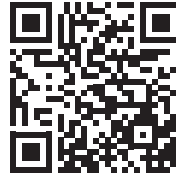


Provide Project Narrative

- Applicant narrative of hardship or unique circumstances for variance request.
- Applicant must address the required standards of approval within the narrative.

All applications may be obtained by visiting the Planning Department at the address below, by scanning the following QR code or by visiting:

centervilleohio.gov/planning



*City of
Centerville*

PLANNING DEPARTMENT

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Planning & Zoning

Variance Application Process

General rules and regulations



*City of
Centerville*

centervilleohio.gov

What are the standards of approval for a variance?

- 1** The granting of the variance shall be in harmony with the general purpose and intent of the regulations imposed by this ordinance on the district in which it is located, and shall not be injurious to the area or otherwise detrimental to the public welfare;
- 2** The granting of the variance will not permit the establishment of any use which is not otherwise permitted in the district;
- 3** There must exist unique circumstances or conditions applicable to the land or buildings where strict application of this ordinance would deprive the applicant reasonable use of his or her property. Mere loss in monetary value shall not justify a variance;
- 4** There must be proof of hardship resulting from the strict application of this ordinance that was not created by the property owner. Economic gain or profit is not sufficient proof that a variance should be granted;
- 5** The granting of the variance is necessary for the reasonable use of land or buildings and the variance as granted is the minimum variance that will accomplish this purpose;
- 6** The granting of the variance will not infringe on the rights of neighboring property owners to use their property, diminish property values, endanger the public safety, or create a public nuisance; and
- 7** The granting of the variance will not confer on the applicant any special privilege that is denied by this ordinance to other properties, structures, or buildings in the same zoning district.

What is the variance application process?

Variance Review Process

Before applying, please schedule a call or meeting with City staff to discuss the Planning Commission process.

Before each Planning Commission meeting, City staff will create a staff report. This report is typically sent out the Friday before the Monday meeting.

Planning staff members only provide an analysis and not a recommendation.

Variance Hearing Process

- All neighbors within 500' of the property will be notified of a variance application and invited to attend the Commission meeting for a public hearing.
- After staff presentation of the case, the applicant should be prepared to discuss their hardship or unique circumstance to the Planning Commission.
- A public hearing will occur and a decision will be rendered by the end of the meeting. A decision letter will later be mailed out to the applicant.



The Centerville Planning Commission is made up of members who are citizen volunteers. The Commissioners make decisions in the best interest of the community within the framework of the land use ordinances and law. The City's mission is to deliver exceptional services through thoughtful governance to ensure progress and stability.

For Planning Commission meeting dates, please visit our website centervilleohio.gov/planning.