



## BOARD OF ZONING APPEALS

**VARIANCE APPLICATION**

Property Street Address: \_\_\_\_\_

**Explain the proposed use and activities that will take place on the property\*:**

**List variance(s) required:**

**Explain the characteristics of the subject property that prevent compliance\*:**

**Explain the practical difficulty that would result if minimum requirements were followed\*:**

**Describe how and when you realized your plans conflict with the Zoning Code\*:**

**Submission Checklist:**

All materials submitted as part of this application and presented at the public hearing must be retained as part of the public record and cannot be returned. Applicants are encouraged to keep a copy of all items for their records.

- Copy of Zoning Refusal
- Completed Variance Application
- Signed and Notarized Board of Zoning Appeals Application Cover Page
- Site Plan
- Additional Materials as Needed (e.g. floor plans, elevations, renderings, letters of support, photos, plan of operation, etc.)
- Variance Application Fee: \$200 (check or money order payable to City of Dayton)

\*Should you require extra pages to provide an adequate description, please attach them to this document.