



6701 GREENWICH ROAD  
P. O. BOX 750  
WESTFIELD CENTER, OH 44251  
330-887-5151

**COMMERCIAL VARIANCE PETITION APPLICATION**

The Zoning Inspector must approve the application and all appropriate fees (Exhibit V, Fee Schedule) must be paid before a meeting can be scheduled.

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE NUMBER: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER INFORMATION (IF NOT APPLICANT):

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S TELEPHONE NUMBER: \_\_\_\_\_

PROPERTY OWNER'S EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

CURRENT USE OF PROPERTY: \_\_\_\_\_

SITUATED IN THE VILLAGE OF WESTFIELD CENTER, OHIO, I HERBY PETITION FOR A VARIANCE ON THE ABOVE DESCRIBED PREMISES: (DESCRIBE REASON FOR VARIANCE REQUEST AND INCLUDE APPLICABLE SECTION(S) OF THE ZONING CODE.)

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

SUCH VARIANCE WILL NOT BE DETRIMENTAL TO THE PUBLIC WELFARE OR TO THE PROPERTY OF OTHER PERSONS LOCATED IN THE VICINITY THEREOF BECAUSE:

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**To ensure that your application will not be returned as incomplete, please attach the following documentation:**

**EIGHT (8) COPIES:** BUILDING PLANS **(NO LARGER THAN 11X17)** SHOWING GROUND GRADE AT EACH ELEVATION (IF APPLICABLE) OF THE BUILDING, FOUNDATION, DRIVEWAY AND PARKING AREA. THE TOTAL SQUARE FOOTAGE OF THE PROPOSED STRUCTURE/BUILDING (INCLUDE THE SQUARE FOOTAGE OF EACH LEVEL, IF APPLICABLE).

**EIGHT (8) COPIES:** PROFESSIONAL SITE PLAN **(NO LARGER THAN 11X17)** DRAWN TO SCALE OF ONE INCH (1") EQUALS ONE HUNDRED FEET (100'), IDENTIFIES THE CONSTRUCTION TO TAKE PLACE AND INCLUDE ALL **LOT DIMENSIONS AND SETBACKS** OF THE PROPOSED STRUCTURE/BUILDING TO BE BUILT. THE SITE PLAN MUST ALSO INCLUDE ANY EXISTING STRUCTURE/BUILDING AND THE **DIMENSIONS, SQUARE FOOTAGE AND SETBACKS** OF EACH. THE SITE PLAN MUST BE STAMPED AND SIGNED BY THE SURVEYOR.

NOTE: ALL PROPERTY OWNERS CONTIGUOUS TO THE PROPERTY WILL BE NOTIFIED OF THE MEETING DATE AND TIME. THE PROPERTY OWNER IS REQUIRED TO ATTEND THE HEARING.

**OFFICE USE ONLY**

**VERIFICATION OF RECEIPT OF FEES:**

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

HEARING DATE AND TIME: \_\_\_\_\_/\_\_\_\_\_

APPLICANT/PROPERTY OWNER NOTIFIED OF HEARING DATE AND TIME: \_\_\_\_\_

CONTIGUOUS PROPERTY OWNERS NOTIFIED OF HEARING DATE AND TIME: \_\_\_\_\_

HEARING DATE AND TIME ADVERTISED: \_\_\_\_\_

HEARING DATE AND TIME POSTED TO VILLAGE WEBSITE: \_\_\_\_\_