



Warren County Regional Planning Commission  
Warren County Administration Building  
406 Justice Drive, Lebanon, Ohio 45036

### APPLICATION FOR VARIANCE REQUEST

*Date Received Stamp*

**OFFICE USE ONLY**

File No. \_\_\_\_\_ Form Updated 2/5/24  
Total Fee & Calculation \_\_\_\_\_

Date \_\_\_\_\_

1. Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
2. Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
3. Property Location: Township \_\_\_\_\_ Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ or Military Survey \_\_\_\_\_  
Frontage Street(s) \_\_\_\_\_ Sidwell(s) \_\_\_\_\_
4. Proposed Subdivision or Survey:  
Name \_\_\_\_\_ Total Acres \_\_\_\_\_ Number of Lots \_\_\_\_\_
5. Reason for Application: \_\_\_\_\_
6. Section(s) of Warren County Subdivision Regulations requested for variance: \_\_\_\_\_

**Submittal Requirements** (Hard copy or electronically):

- a)  A completed application form.
- b)  Names, mailing addresses and parcel identification numbers of property owners within five hundred (500) feet of the subject property on record at the time of application, along with prepared mailing labels for the same, as required in Section 804(B) of the Warren County Subdivision Regulations.
- c)  Justification letter explaining the requested variance(s), the reason for the variance(s), and demonstrating compliance with the following criteria per S.R. Section 804(A):
  - (1) The modification granted will not be detrimental to the public health or safety.
  - (2) An unusual topographical or other exceptional physical condition exists and the strict compliance with these regulations would create a hardship.
  - (3) The hardship was not self-created by the appellant or his agent.
  - (4) The modification will only permit a departure from these regulations to the extent necessary to remove the hardship.
  - (5) Any modification granted will not be detrimental to the public interest nor in conflict with the intent and purposes of these regulations.
- d)  A filing fee of \$398 for each variance requested.

I hereby certify that the attached documents and the above answers are true and correct to the best of my knowledge. I understand that I am requesting variance(s) to the Warren County Subdivision Regulations pursuant to S.R. Section 804, and that the burden of proof to establish justification for the variance(s), as applied for, is solely upon the Applicant. The Application for Variance Request shall be scheduled for an adjudicatory/quasi-judicial hearing before the Warren County Regional Planning Commission Executive Committee.

APPLICANT(S):

OWNER(S)' CONSENT **(Required)**:

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant(s) *Electronic Signature Acceptable*

Signature of Property Owner(s) *Electronic Signature Acceptable*