

2025 ZONING BOARD OF APPEALS APPLICATION

(see page 3 for due dates and application submittal instructions)

Application Fee - \$205

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

E-mail: _____

**** Address of property where variance is being requested:**

Please explain below why an appeal is being requested. Include as much detail as necessary about the request. Additional sheets may be added if necessary.

By signing this application, I attest under penalty of law that all the information given, including the names and addresses of surrounding property owners submitted with this application, is correct to the best of my knowledge. APPLICANTS, OR A REPRESENTATIVE, ARE STRONGLY ENCOURAGED TO ATTEND THE MEETING TO PRESENT REQUEST.

Print Applicant's Name: _____

Applicant's Signature: _____ Date _____

TO BE COMPLETED BY THE CITY OF MASON

Application Number _____

Meeting Date: _____

Legal Notices Advertised: _____

Mailed to Surrounding Property Owners: _____

Fee Paid: _____

1141.3 Standards for Variances (Practical Difficulty Worksheet)

The Board shall not be authorized to grant a variance for an active use which is otherwise prohibited for the zoning district in which the property is located. The Board shall not grant a variance as authorized in 1141.2 unless it can determine that there are practical difficulties encountered by the applicant in complying with the resolutions, ordinances, regulations, measures and orders of administrative officials or agencies governing zoning, building and housing. This evaluation shall include, but is not limited to, the following criteria:

In order to assist the Board in reviewing the application, please provides detailed responses to the below questions. Attach pictures or additional justification to the application at time of submittal if necessary.

(Standards modified to be in a form of a question for ease of use. Please see section 1141.3 for original wording)

Will the property yield a reasonable return without the variance or can there be beneficial use of the property?

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Is the variance substantial?

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Will the essential character of the neighborhood be substantially altered or will adjoining properties suffer a substantial detriment as a result of the variance?

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Will the variance adversely affect the delivery of governmental services?

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Did the property owner purchase the property with knowledge of the resolutions, ordinances, regulations, measures and orders?

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Can the property owner's predicament feasibly be obviated through some method other than variance?

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Will the spirit and the intent behind the resolutions, ordinances, regulations, measures and orders be observed and substantial justice done by granting the variance.

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No single factor listed above shall control, and not all factors shall be applicable in each case. Each case shall be determined on its own facts.

2025 MEETING DATES AND APPLICATION DEADLINES

Meeting Date:	Application Deadline:
January 28, 2025	December 27, 2024
February 25, 2025	January 24, 2025
March 25, 2025	February 21, 2025
April 29, 2025	March 28, 2025
May 27, 2025	April 25, 2025
June 24, 2025	May 23, 2025
July 29, 2025	June 27, 2025
August 26, 2025	July 25, 2025
September 30, 2025	August 29, 2025
October 28, 2025	September 26, 2025
November 25, 2025	October 24, 2025
December 2025 TBD	November 26, 2025
January 27, 2026	December 26, 2025

Dates subject to change

APPLICATION SUBMITTAL INSTRUCTIONS

The fully completed application and all materials below must be submitted on or prior to the due dates as listed above to be considered for the next regularly scheduled meeting. Any missing items will result in application not being scheduled for review at a meeting.

1. Submit three (3) complete sets of drawings (maximum size of 11" x 17") and any additional information necessary explaining the variance request along with the completed application and filing fee.
2. Submit a list of the names and addresses of all owners of real property within **300 feet** from *all* property lines of the property for which the variance is being sought, as such names appear on the County Auditor's current tax list or the treasurer's mailing list. **Include 1 copy of this list on mailing labels.**
3. Complete the **Practical Difficulties Worksheet** on page 2 of the application.
4. The City will schedule the application on the next available meeting agenda. The applicant as well as property owners within the required 300-foot notification area are sent a notification letter of the meeting date ***at least 10 calendar days before the meeting.***