



**Butler Township Board of Zoning Appeals**

3510 Sudachi Drive, Dayton, Ohio 45414  
(937) 898-6735; FAX (937) 898-5308

**SIGN VARIANCE APPLICATION**

**Fee: \$250.00**

**Case #** \_\_\_\_\_ **Date Filed:** \_\_\_\_\_

**PROPERTY LOCATION:**

\_\_\_\_\_  
(Address)  
**ZONING DISTRICT:** \_\_\_\_\_ **PARCEL TAX ID:** \_\_\_\_\_

**CURRENT USE:**

\_\_\_\_\_

**NAME OF APPLICANT(S):**

\_\_\_\_\_  
**Applicant is the:**     **current owner/landlord**     **purchaser**     **tenant**     **agent**

**APPLICANT’S MAILING ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SIGN VARIANCE APPLICATION INSTRUCTIONS AND PROCEDURES**

**A proper site plan and/or building elevation drawing** (depending on whether the subject sign is to be free-standing or mounted on a building) is a basic Board of Zoning Appeals (BZA) requirement. Any site plan submitted must: 1) show boundaries of the zoning lot; 2) differentiate between existing and proposed buildings and signs; and 3) be drawn to scale at a size allowing a thorough examination of all issues to be presented. Any building elevation must: 1) show all façade dimensions associated with the surface to which the sign will be mounted; 2) differentiate between existing and proposed signs; and 3) be drawn to scale at a size allowing a thorough examination of all issues to be presented. Whenever practicable, such site plan or building elevations should be presented on paper no larger than 11” by 17.” When a larger format is used, at least one copy on a sheet not exceeding 11” by 17” will be required.

**A variance justification narrative** is required in order that the BZA might examine special circumstances justifying requested variances. Applicant(s) must attach a narrative addressing **all** the factors listed below:

1. Special conditions and circumstances exist which are peculiar to the land or structure involved, and which are not applicable to other land or structures within the same zoning district.
2. Special conditions and circumstances are not the result of actions by the applicant or of others who have had control of the property.
3. Literal interpretation of sign code provisions would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district, and adjoining properties are not likely to suffer a substantial detriment as a result of variance relief.
4. Beneficial use cannot be made, nor reasonable economic return realized, from the property in question without variance relief.
5. The problem cannot be solved by any mechanism other than by variance relief.

6. The variance requested will provide the minimum necessary relief.

Other evidence is also welcomed, and might include additional and/or planned building elevations, photographs, or models.

**Attendance at the BZA meeting scheduled to hear a variance application is required of the applicant(s) or their representative. Failure to appear may result in denial and the necessity to reapply.**

**Seven (7) copies** of a sign variance application and supporting documentation must be submitted pursuant to provisions contained in the Butler Township Zoning Code. **Also required is a list of all property owners within two-hundred (200) feet of the subject property.** The sign variance application, along with supporting site and building plans, and such other documentation as may be attached or as may be introduced at the BZA hearing, will constitute the entire official record regarding this case.

Variations expire if not used within twelve (12) months from the date of granting. Approval of a variance does not authorize construction, use or occupancy without the issuance of appropriate permits.

The undersigned attest to having read this application form, having addressed all the issues and requirements referenced herein, and having conferred with the zoning administrator. Further, the undersigned have determined, after due diligence, and from applicable Zoning Code sections, what circumstances justify the granting of a variance. The undersigned, further, attest to the truth and accuracy of the statements and materials contained in this application and supporting materials, to the extent of personal knowledge about such matters.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name