

WASHINGTON TOWNSHIP BOARD OF ZONING APPEALS

INSTRUCTIONS FOR VARIANCE APPLICATION

The completed application form must be accompanied by ten (10) copies of a plot plan, one (1) area map, and the names and addresses of all property as specified.

A. THE PLOT PLAN

Shall be a scaled drawing the finished size of which shall not be less than 8 1/2 x 11 nor more 24 x 36 inches in size, and shall show the following information:


1. The exact boundaries and dimension of the subject lot
2. All adjacent street rights-of-way
3. All recorded easements on the subject property
4. The approximate size and location of all structures on the subject property
5. The exact size and location of all proposed structures or signs pertinent to the appeal application
6. The existing and proposed uses of the entire lot and all existing structures
7. Any other information relative or pertinent to the appeal

B. THE AREA MAP

Method 1:

Visit www.mcrealestate.org and follow the following steps:

- Click the “Property Records Tab” at the top of the page.
- Type in the address of the property requesting the variance and hit “enter”.
- Click the appropriate property from the search results.
- On the right hand side of the screen (just under “CURRENT RECORD” click “Variance”
- Type in 200 feet and click search.
- The results listed will give you the names and address as requested below in “C” (be sure to include all names if there are multiple pages).
- Just above the properties listed there is blue lettering that states “View Variance Results on Map. Click this phrase.

- Click the  icon at the top
- Turn on the building footprints layer (click the checkbox next to it)
- Then click refresh

Print off the map and place it with your application

Method 2:

Shall be scaled drawing, the finished size of which shall not be less than 16 x 20 nor more than 24 x 36 inches in size, and shall show the following information:

1. The exact location of all property contiguous to and directly across the street from the land subject to the appeal, inclusive. (Official County tax maps from the County Engineer’s Office are acceptable.)
2. The zoning classification and actual use of land of the subject property.
3. The approximate location of all structures on neighboring properties.

C. NAMES AND ADDRESSES OF PROPERTY OWNERS TO BE NOTIFIED

For variance applications: The names and addresses of all owners of property located contiguous to, directly across the street from, and/or **within two hundred (200) feet** of any part of subject land being considered for the variance must be provided. The names and addresses of all owners of property must be obtained from the current County Auditor’s tax list. See above Method 1 for acquiring these names and address. **Addresses must be typed on mailing labels or typed so they can be copied onto labels (Avery Laser 5160 1x2-5/8 or Avery Copier 5351 1x2-13/16)**

C. COMPLETED APPLICATION

ALL APPLICATIONS MUST BE SIGNED AND NOTORIZED BY THE PROPERTY OWNER PRIOR TO FILING.

D. FEES

- Agricultural or residential uses: \$30.00
- Business, industrial or office uses \$100.00

Washington Township accepts Visa/MasterCard, cash or check. Please make checks payable to Washington Township Trustees.

The following questions will appear within the application. The applicant should answer these questions to the best of his/her ability keeping in mind that these are the determining factors used by the Board of Zoning Appeals when hearing a case.

1. The Board, only in the specific instances hereinafter set forth shall have the power to authorize upon application in specific cases, such variances from the height or area requirements of this Resolution as will not be contrary to the public interests; but only in such cases where, the property owner has encountered practical difficulties in the use of his property. Factors to be considered and weighed in determining whether a property owner seeking an area variance has encountered practical difficulties in the use of his property include, but shall not be limited to:
 - a. Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance;
 - b. Whether the variance is substantial;
 - c. Whether the essential character of the neighborhood would be substantially altered or whether adjoining property owners would suffer a substantial detriment as a result of the variance;
 - d. Whether the variance would adversely affect the delivery of governmental services (e.g., water, sewer, garbage);
 - e. Whether the property owner purchased the property with knowledge of the zoning restrictions;
 - f. Whether the property owner's predicament feasibly can be obviated through some method other than a variance;
 - g. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

To receive approval the majority of the Board of Zoning Appeals Members present (minimum of three members are required to constitute a quorum) must vote in favor of the request.