

VARIANCE SUBMITTAL REQUIREMENTS

- 1) If the applicant is not the owner of the subject property, a notarized letter of authorization from the property owner(s), designating the applicant as his/her/their representative. – N/A
- 2) A **Legal Description** of the property – either a deed or a drawing prepared by a surveyor registered in the State of Ohio. – [Attached pdf – Legal Description](#)
- 3) A **List** of Property Owners of property that is contiguous to the applicant's property or that is across the street from it (The list shall be based upon the Warren County Auditor's current tax lists). – [Attached pdf – Boundary Survey and List of Property Owners](#)
- 4) A **Vicinity Map** showing property lines, thoroughfares and existing zoning. [Attached – Vicinity Map – Franklin Zoning Map](#)
- 5) A **Narrative Statement** establishing and substantiating the justification for the variance, pursuant to the following Standards of Approval:
 - A. Special conditions and circumstances exist which are peculiar to the land or structure involved and which are not applicable generally to other lands or structures within the same zoning district. (Examples of such special conditions or circumstances are: exceptional irregularity, narrowness, shallowness, or steepness of the lot, etc.); [Atlas understands from the initial fence permit denial \(Permit 2812 dated 9-30-25 and denied 10-17-25\) that this area is zoned as a "front yard". The proposed area currently contains a 6ft chain link fence, adjacent to Jackson Street that is in disrepair and has vegetation and trees within the chain link fencing material. We are requesting a variance only to remove the old fencing and replace it with the same material and type of fencing. There is not currently and will not be a principal building behind the fence as this area is an open area behind the Atlas Web Technologies plant.](#)
 - B. The special conditions or circumstances that exist did not result from the actions of the applicant; - [The circumstance requiring the replacement of the fence is due to years of underbrush and tree overgrowth.](#)
 - C. There cannot be any beneficial use of the property without the variance; - [This section of property has no beneficial use other than to ensure the plant area is secure to protect the public from entering the plant grounds.](#)
 - D. The variance is not substantial and is the minimum relief necessary to make possible the reasonable use of the land or structures; [This variance is minimal as it only impacts 82.68 feet of fencing.](#)
 - E. The difficulty or reason why the applicant is seeking a variance cannot be resolved through any method other than a variance; [The initial permit was denied due to the front yard between the principal building and Jackson Street. As stated previously, no principal building exist behind the current fencing.](#)
 - F. The essential character of the neighborhood will not be substantially altered nor will adjoining properties would suffer substantial detriment as a result of the variance; [Atlas feels the removal and replacement of this section of fencing will improve the character of the neighborhood by removing underbrush overgrowth, removing a fence in disrepair and installing a new professionally installed chain link fence.](#)
 - G. The variance will not adversely affect the delivery of governmental services such as water, sewer, and trash pickup; [We are not aware of any utilities in this area](#)
 - H. Granting the variance will be in harmony with the general purpose and intent of the zoning requirement the applicant seeks a variance from and will not otherwise be detrimental to the public's health, safety, or welfare; and – [We feel replacing the fencing will improve the general public's health, safety and welfare by securing the property of a manufacturing plant with a fence that functions properly.](#)
 - I. Granting of the variance requested will not confer upon the applicant any special privilege that is denied by this UDO to other lands, structures, or buildings in the same district.
- 6) **Site plans**, floor plans, elevations and other drawings at a reasonable scale to convey the need for the variance, as directed by the Zoning Official
- 7) **Application Fee**