



## Variance Application Submittal Requirements

*No application will be accepted for review by the City of Medina without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Community Development Director*

1. A completed application form;
2. The required **\$200** application fee;
3. One (1) hard copy and one (1) an electronic copy in a common format (PDF, Word, etc.) of all applicable items below;
4. The indication of the section(s) of the City of Medina Planning and Zoning Code in which the variance is requested;
5. A response to all use variance, area variance, and/or sign variance factors and standards per Section 1107.07(i) of the City of Medina Planning and Zoning Code;
6. A separate site plan sheet or sheets, drawn to scale illustrating existing and proposed site conditions including, but not limited to:
  - a) The location and dimensions of the subject property, public rights of way, and easements,
  - b) The location and dimensions of all buildings and trash enclosure areas;
  - c) The location, dimensions and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage or display areas, and outdoor dining areas;
  - d) The distance of all buildings, parking areas (including adjacent drives), and trash collection areas located within 50 ft. of property lines;
  - e) The location of all landscaping and screening;
  - f) The location, height and style of all exterior lighting, fencing and walls;
7. When new buildings, additions or alterations to existing buildings are proposed, a separate plan sheet or sheets, drawn to scale including exterior architectural plans. Plans shall include exterior building elevations of all sides buildings, notation of all exterior materials, and the height and width of buildings;
8. When no new buildings, additions or alterations to existing buildings are proposed, photographs of all sides of the existing buildings;
9. For *Use Variance* applications, a scaled floor plan of the building and/or indication of uses of the exterior site;
10. For *Sign Variance* applications, scaled drawings showing the proposed sign's dimensions (height, width, and depth) and the location of the sign on a scaled plan; and
11. Any other information needed for the review of the Variance application as deemed necessary by the Community Development Director.