

# MILLCREEK TOWNSHIP VARIANCE APPLICATION

VARIANCE PERMIT No.: \_\_\_\_\_

P.O. BOX 157, OSTRANDER, OHIO 43061 | 937.644.3449 | WWW.MILLCREEKTWPOHIO.US

APPLICANT / OWNER(S): \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL NUMBER(S): \_\_\_\_\_

SUBDIVISION NAME (IF APPLICABLE): \_\_\_\_\_ LOT NUMBER(S): \_\_\_\_\_ LOT SIZE (ACRES): \_\_\_\_\_

ZONING DISTRICT(S): ☐ U-1 ☐ R-1 ☐ B-2 ☐ M-2 ☐ PRD ☐ PCD ☐ PID ☐ OTHER: \_\_\_\_\_

SUMMARY OF REQUESTED VARIANCE: (USE SEPARATE SHEET, IF NECESSARY): \_\_\_\_\_

## SUBMISSION REQUIREMENTS:

- ☐ SITE PLAN - DRAWN TO SCALE INDICATING THE SIZE & LOCATION OF ALL EXISTING & PROPOSED BUILDINGS AND IMPROVEMENTS.
- ☐ NARRATIVE STATEMENT – ADDRESSING HOW SECTION 4280 AND 4281 AND 4300 OF THE MILLCREEK TOWNSHIP ZONING RESOLUTION APPLY.
- ☐ APPLICATION FEE (See Fee Schedule): CASH OR CHECK PAYABLE TO “MILLCREEK TOWNSHIP”

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND FURTHER AGREE THE PROPOSED REQUEST WILL COMPLY WITH PROVISIONS OF THE MILLCREEK TOWNSHIP ZONING RESOLUTION, UNLESS SPECIFIED HEREIN AND APPROVED BY THE BOARD OF ZONING APPEALS.

SIGNATURE OF OWNER(S)/AGENT

OWNER(S)/AGENT'S NAME PRINTED OR TYPED

DATE OF APPLICATION

DATE APPLICATION RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_

PAYMENT TYPE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE TO CLERK: \_\_\_\_\_

SCHEDULED HEARING: \_\_\_\_\_

LEGAL NOTICE: ☐ MARYSVILLE JOURNAL TRIBUNE: \_\_\_\_\_

☐ MAILED TO NEIGHBORS/APPLICANT/BOARD: \_\_\_\_\_

☐ POSTED AT TOWNSHIP HALL: \_\_\_\_\_

☐ POSTED ON WEBSITE: \_\_\_\_\_

COURT REPORTER: \_\_\_\_\_

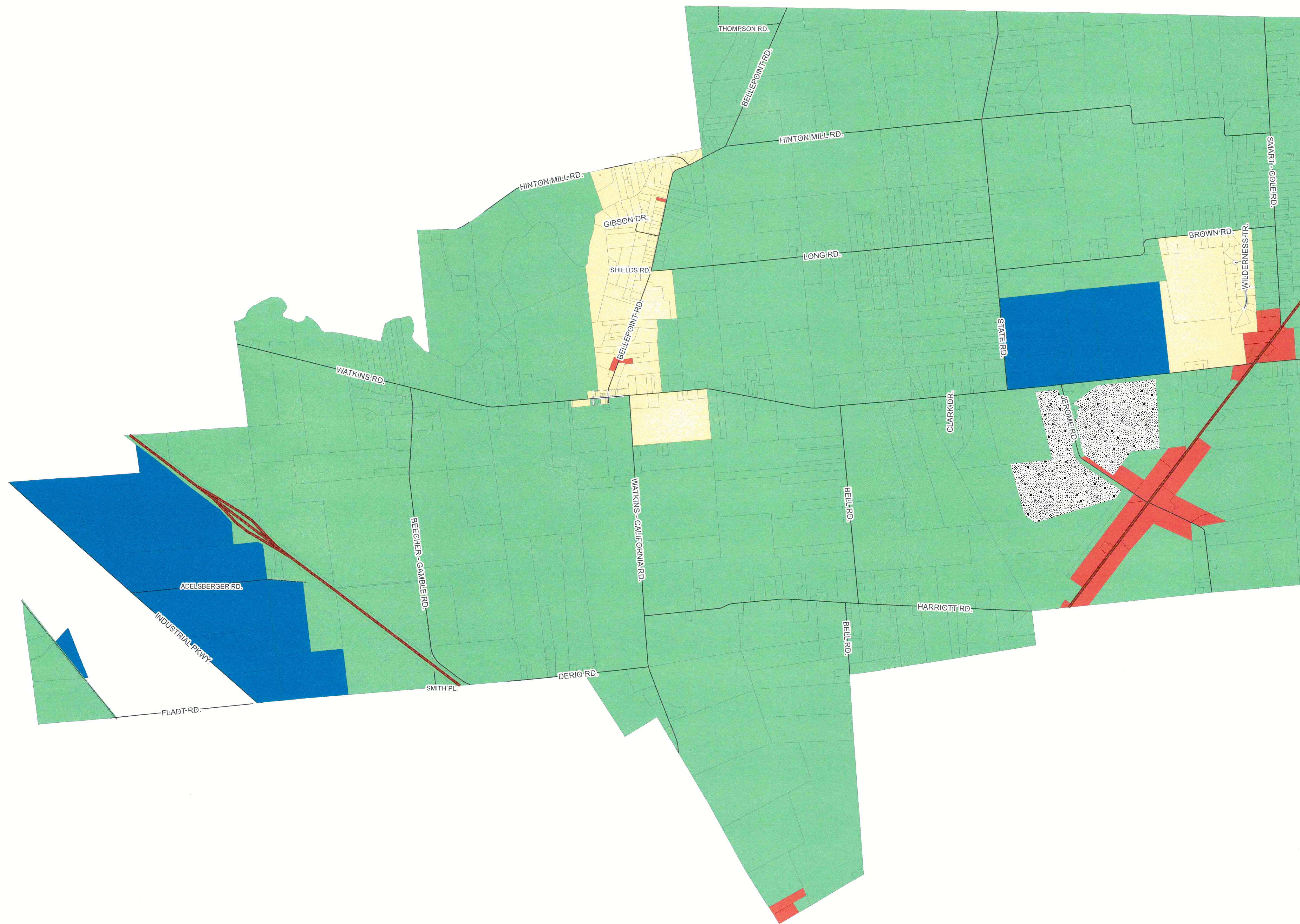
ACTION: ☐ APPROVED ☐ DENIED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_



**Know what's below.  
Call before you dig.**





#### Zoning

- U-1
- R-1
- B-2
- M-2
- EQ

#### Roads

- US Highway
- County Highway
- Township Highway
- Railroad

Pursuant to Section 3030 of the Millcreek Township Zoning Resolution, this is to certify that this Official Zoning Map supersedes and replaces the Official Zoning Map adopted 01-04-2023 as part of Resolution number 2324 of the Township of Millcreek, Union County, Ohio.

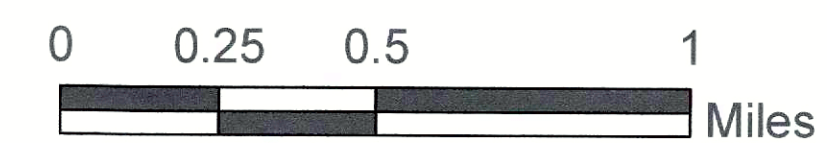
*[Signature]*  
Chair, Board of Trustees

*[Signature]*  
Board of Trustees

*[Signature]*  
Board of Trustees

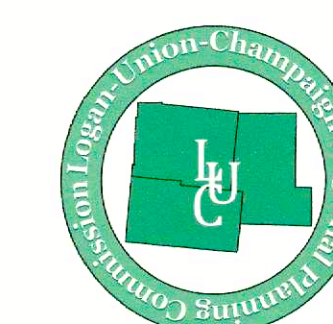
*[Signature]*  
Fiscal Officer

## Millcreek Township Union County



Based on Official Zoning Map

Created: 09-2004  
Revised: 04-08-2009  
Revised: 04-05-2017  
Reso #1635  
Revised: 06-22-2017  
Reso #1709  
Revised: 12-03-2021 (ACS)  
Reso #2135  
Revised: 04-14-2023 (GRD)  
Reso #2324



10820 St Rt 347  
PO Box 219  
East Liberty, OH 43319  
Phone (937) 666-3431

This map was prepared by LUC. Zoning information was provided by the Township, the party responsible for the accuracy and maintenance of this map.



## **ZONING - OFFICIAL FEE SCHEDULE**

[www.millcreektwpohio.us](http://www.millcreektwpohio.us)

### **PUBLIC HEARING FEES - BOARD OF ZONING APPEALS (BZA)**

<b>Application Type</b>	<b>Established Fee</b>
Appeal of decision of Zoning Administrator	\$1,000.00 *
Conditional Use	\$1,000.00 *
Variance	\$600.00 *
Modification of Approved Conditional Use/Variance	\$600.00 ***
Additional BZA meeting fee (Continuance at request of applicant)	\$500.00 *
BZA Transcript Fee	\$50.00 **

### **PUBLIC HEARING FEES - ZONING COMMISSION**

<b>Application Type</b>	<b>Established Fee</b>
Map Amendment - Rezoning to Standard Zoning District	
Application for less than 10 acres	\$750.00 Plus \$100.00/acre *
Application 10 or more acres	\$1,500.00 Plus \$100.00/acre *
Map Amendment - Planned Development District	
Application under 20 acres	\$2,000.00 *
Application 20 acres or more	\$2,000.00 Plus \$100.00/acre *
Change to adopted zoning plan within an approved Planned Development District	\$1,000.00
Final Development Plan Application (Due each phase)	\$1,000.00 Plus \$100.00/acre
Development Plan - Modification Fee	\$1,000.00
Additional Zoning Commission Meeting	\$500.00

\* Plus the current cost of a court reporter for the duration of any meeting(s)

\*\* Plus the cost to transcribe the requested transcript (if applicable)

\*\*\*Need for Court Reporter may be waived at written agreement of BZA or Zoning Commission & Applicant

The applicant or his/her authorized representative must appear at a scheduled BZA / Zoning hearing  
If one fails to appear, the applicant will be charged the full original price and must re-apply for a new hearing

Per Ohio Revised Code Section 519.12, the Board of Township Trustees may require that the owner or lessee of property filing an application to amend the zoning resolution pay a fee to defray the cost of advertising, mailing, filing with the county recorder, and other actual expenses such as consultants or advisors. In addition, the Board of Township Trustees can request an applicant to pay any costs incurred in the review of an application including, but not limited to amending the zoning resolution, variances, conditional use permits.

**APPLICATION FOR ZONING CERTIFICATE (PERMIT FEES)**

**NON-RESIDENTIAL**

<b>Application Type</b>	<b>Established Fee</b>
New Construction, per building including accessory structures / buildings	\$500.00 Plus \$0.25 per sq. foot
New Construction, Accessory on same application	\$250.00 Plus \$0.25 per sq. foot
Additions / Alterations to existing buildings	\$300.00 Plus \$0.25 per sq. foot
Communication Towers or Similar (New Construction or Expansion of Existing)	\$1,500.00
Communication Towers or Similar (Upgrade) (Upgrade or Modification of existing equipment without expansion)	No charge
Wind Turbines / Small Wind Project 5MW or less	\$ 750.00 per unit
Accessory Solar Energy Systems (Less than 50 MW)	\$750.00
Revision of Approved Non-Residential Permit	\$250.00

**SIGN PERMIT / REVIEW**

<b>Application Type</b>	<b>Established Fee</b>
Billboards / Off Site Advertising	\$500.00 Plus \$1.00/sq. ft. per side
Permanent Signs (Non-Billboard)	\$300.00 per requested sign
Permanent Signs - Reface	\$150.00 per requested sign
Temporary Sign	\$100.00 per requested sign

## ZONING - OFFICIAL FEE SCHEDULE

### RESIDENTIAL CONSTRUCTION, SINGLE FAMILY / MULTI-FAMILY

Application Type	Established Fee
New Construction, per dwelling unit	\$500.00
Remodeling / Additions / Alterations	\$250.00 per dwelling unit
Accessory Building /Structure (280 sq ft - 1,000 sq ft)	\$100.00
Accessory Building / Structure(1,001 sq ft and larger)	\$350.00
Deck / Porch Addition / Fence / Pergola	\$100.00
Concrete slab or patio accessory use	\$25.00
Approved Permit Revision	\$50.00
Pond	\$200.00
Swimming Pool, Above Ground	\$100.00
Swimming Pool, Inground	\$200.00
Accessory Solar Energy Systems (Less than 50 MW)	\$100.00
Communication Towers or Similar	\$1,500.00
Wind Turbines / Small Wind Project Less than 5MW	\$ 500.00

### MISCELLANEOUS FEES & SERVICES

Miscellaneous Improvement or use for which no specific fee listed which requires review:  
Such as generators, fences, changes to parking areas, etc.

Residential	\$100.00
Non-Residential	\$250.00
Returned (NSF) check fee	\$35.00
Zoning Confirmation/Verification on Letterhead (Mortgage/Insurance)	\$150.00

***Any approved permit that has expired shall be charged a new full current application fee***

Last Revised: 12/02/2024

APPROVED: 01/06/2025

**ALL FEES ARE NON-REFUNDABLE AND REQUIRED FOR APPLICATION TO BE CONSIDERED COMPLETE**

**Make checks payable to: Millcreek Township**

[zoning@millcreektwpohio.us](mailto:zoning@millcreektwpohio.us)

Questions and completed applications to Millcreek Township Zoning Administrator

937-644-3449