



## Clinton County Building & Zoning

111 S. Nelson Ave. Suite 8 | Wilmington, OH 45177

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### **Variance & Conditional Use Steps**

1. Fill out application
2. Obtain drawing of lot from Maps Office (1850 David's Drive – Suite 300)
3. Obtain adjacent land owners from Maps Office
4. Obtain Deed Description from Records Office (1850 David's Drive – Suite 305)

### **Bring the Following to Zoning Office**

1. Completed application
2. Detailed drawing of lot and conditions leading to variance
3. Adjacent land owners
4. Deed Description

### **Fees**

Application Fee: \$200; and

Advertising Fee: Actual cost as invoiced by Wilmington News Journal

(All fees payable to Clinton County Building & Zoning by check or credit/debit card after the advertisement is billed prior to the hearing)

The Board of Zoning Appeals will schedule a meeting for the Variance/Conditional Application Review to be held in the Community Room at 111 S. Nelson Ave. Wilmington OH. Application and public notice at least 10 days prior to scheduled monthly meeting.

**\*\*If the variance is approved, a building permit packet must be obtained from the Clinton County Building & Zoning Office\*\***