



BUILDING & ZONING BOARD OF APPEALS HEARING APPLICATION

Section A: Contact Info

	<u>Applicant</u>	<u>Property Owner</u>
Name:	_____	_____
Address:	_____	_____
City/State/Zip:	_____	_____
Phone No.:	_____	_____
Email:	_____	_____

Section B: Appeal or Request

	Residential	Commercial
Property Address _____	PPN _____	
Brief description of appeal or variance request: _____		

Section C: Meeting Procedures

Building & Zoning Board of Appeals meetings are held on the first (non-holiday) Monday of each month at 7:00 p.m. in Council Chambers at City Hall.

1. Applicant is notified of code non-compliance when applying for a building permit, while discussing project with city staff, or in receiving a code violation notice.
2. Applications must be filed at least two weeks prior to the date of the BZBA hearing at which the request will be considered.
3. Applicant will receive a copy of the hearing notification and meeting agenda. City also provides notice to any surrounding property owners as required by code.
4. Applicant/owner must attend the hearing, present rationale for the appeal or variance, and answer questions of the board. Abutting property owners may also present evidence.
5. BZBA will approve, deny, or table the case at the meeting. If variances are approved, permits will be available in the Building Department a minimum of one week after the decision.

The proceedings of the Building & Zoning Board of Appeals are governed by the City Charter, Codified Ordinances, and the Rules and Regulations of the Board. This information, including zoning variance standards, is available on the City's website at www.north-olmsted.com or upon request. When an application is accepted from an agent or contractor, the property owner's prior written consent and appearance shall remain a requirement of the board. Failure to abide by the Rules and Regulations, especially with regard to attendance and submission requirements, may cause the Board to table or deny an application.

Section D: Submission Requirements

In addition to this completed, signed application, the applicant shall submit the following for processing:

1. Application fee of \$75 (commercial) or \$50 (residential). Checks should be payable to the City of North Olmsted.
2. Nine (9) copies of the site plan and any other drawings or information pertaining to the appeal or variance request.
3. Letter and/or brief explaining in detail the proposed project along with rationale for appeal or variance. Note that standards for zoning variances are available on the BZBA webpage at www.north-olmsted.com.

Section E: Acknowledgement

By signing this application, the property owner hereby acknowledges the Board's rules and submittal requirements and agrees to be bound by them. Further, the owner hereby grants permission to the City of North Olmsted, including Building & Zoning Board of Appeals members, to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of the request.

_____	_____	_____	_____
Applicant Signature	Date	Property Owner Signature	Date

App No: _____ Year: _____ Date paid: _____ Total paid: _____