

Bradley D. Sellers, Mayor



Melvin Lester, Building Commissioner

Ted Sims, Chief Housing Inspector

APPLICATION TO APPEAR BEFORE THE BOARD OF ZONING APPEALS

Application Date: Fee: Project #

(SUBMIT ONE APPLICATION FOR EACH BUILDING, STRUCTURE, OR SUBLLOT)

Project Address: Parcel #: Location, Landmarks, etc.: Project Name and Description of Building (store, church, residence, etc.):

BUSINESS BEFORE THE BOARD

Description of work:

Variance Requesting:

Signage Information: Type of Sign: Height: Width: Square Footage: Setback from Street: Setback From Building: Closest Other Sign: Total Number of Signs on Property: Number of Faces:

Lot Information: Zoning District: Lot Size: Percent of Lot Covered by Building: Number of Parking Spaces required: Number of Parking Spaces provided:

Building Information: Estimated Cost of Project: \$ Square Footage of Enclosed Building Space: Number of Dwelling Units Proposed:

Building Setbacks: From Street: Side Yards: (R) (L) Rear Property Line:

Required Setbacks: From Street: Side Yards: (R) (L) Rear Property Line:

Property Owner Name:

Property Owner Address:

City: State: Zip:

Phone: Fax:

Applicant's Name:

Name of Firm:

Address:

City: State: Zip:

Phone: Fax:

Applicant's Signature: Date:

All fees must be in the form of company check, certified check, or money order. We do not accept cash, personal check, or credit card

OVER

**The Board of Zoning Appeals meets the last Tuesday of each Month at 7:00 P.M. in the Council Chambers of City Hall located at 43 4301 Warrensville Center Road**

CHECK LIST

The following information should be included with this submission. Without these materials, the application will be viewed as incomplete and will not be acted upon.

- Cover letter and completed application form
- Ten sets of plans showing heights, location and arrangement of proposed building or structure size 11x17 or smaller. Include setbacks to property lines and existing buildings. All right-of-ways and easements shall be shown.
- Architects rendering, showing front, side, & rear elevations if applicable
- Construction materials if applicable.
- Landscaping layout, buffer areas, proposed parking, parking requirements per code if applicable
- Fencing, signs, and outdoor lighting facilities is applicable
- All buildings, streets, streams and major physical features within 100 feet of the site
- Topographical map (new building)
- Site Plan.

Public hearing required?       Yes (Add \$160.00)       No  
 Professional Services Required?       Yes (Add \$500.00)       No

Application Fee (see attached fee schedule):      \$ \_\_\_\_\_  
 Public Hearing Fee:      \$ \_\_\_\_\_  
 Professional Services Deposit:      \$ \_\_\_\_\_  
**TOTAL FEES:**      \$ \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**FOR OFFICE USE ONLY**

(The following information must be included with this submittal. Please check all that apply.)

- Fifteen sets of plans 8-1/2 X 11" or 11" X 17"
  - Legal description (lot split & consolidation)
  - Cover sheet
  - Fees and Deposits
  - Site Plan
- Owner approval \_\_\_\_\_

This application is OK to appear before the Planning Commission/Architectural Review Board at the meeting scheduled for \_\_\_\_\_.

\_\_\_\_\_  
 Building Commissioner

**BZA Action      Date/Remarks**

- Approved: \_\_\_\_\_
- Returned: \_\_\_\_\_
- Tabled: \_\_\_\_\_
- Denied: \_\_\_\_\_

