



CITY of NORTH OLMSTED

Mayor Kevin M. Kennedy

A 5200 Dover Center Road | North Olmsted, Ohio 44070 P 440-777-8000 F 440-777-5889

BOARD OF ZONING APPEALS
HEARING APPLICATION

Commercial [] Residential []

- 1. Address of property:
2. Permanent parcel number(s):
3. Applicant/Property Owner:
Address:
City/St/Zip:
Phone/Fax:
4. Contractor/Design Professional:
(if applicable)
Address:
City/St/Zip:
Phone/Fax:
5. Date of meeting:
6. Proposed use of property:
7. BZA request: [] Variance [] Appeal [] Special Permit

BY SIGNING THIS APPLICATION, THE PROPERTY OWNER HEREBY ACKNOWLEDGES THE BOARD'S RULES AND SUBMITTAL REQUIREMENTS (SEE REVERSE SIDE OF APPLICATION FORM) AND AGREES TO BE BOUND BY THEM. FURTHER, THE OWNER HEREBY GRANTS PERMISSION TO THE CITY OF NORTH OLMSTED, INCLUDING BOARD OF ZONING 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 VARIANCE REQUEST.

Property Owner Signature/Date

Contractor Signature (if applicable)/Date

CMS:

Additional information required for processing this application includes:

1. Payment of an application fee of \$75 (commercial) or \$50 (residential).
2. Provide a brief written summary that highlights the purpose and details of the variance, appeal or special permit request.
3. Provide nine (9) copies of the site plan and any other development plans pertaining to the variance request.

Meeting Information:

Board of Zoning Appeals meetings are held on the first Thursday of each month at 7:00 p.m. in Council Chambers at City Hall. Applications must be filed at least two (2) weeks prior to the date of the BZA meeting at which a variance or special permit request will be considered. Variance requests may require recommendations from the Planning and Design Commission. Appeals from the decision of the Building Commissioner must be filed within ten (10) days of the decision.

Applicants may submit position statements and other documentation for consideration by the Board and, if so, this information must be delivered to the Building Department ten (10) business days prior to the scheduled meeting. Board members may, subject to the consent of the applicant or property owner, visit the property only for purpose of observation of its physical characteristics.

Be advised that the variance proceedings of the Board of Zoning Appeals are governed by the City Charter and Ordinances, as well as the Rules and Regulations of the Board, all of which are available on the City's website at www.north-olmsted.com or upon request. Applicants and property owners are required to appear before the Board to present evidence in support of variance applications. 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 appearance and submission requirements, may cause the Board to table or deny an application.