

**REZONING PROCEDURES**  
CITY OF BROADVIEW HEIGHTS  
9543 BROADVIEW ROAD, BLDG 7, BROADVIEW HEIGHTS, OHIO 44147

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**Application**

- Complete City's Zoning Application form. Include name, address and phone numbers of applicant, property owner(s), engineer, attorney and agent, when applicable.
- Submit a letter of agreement wherein the applicant agrees to appear before Council and the Planning Commission, as requested, for the purpose of explanation regarding the application and explain the applicant's relationship to the property.
- Submit detailed description of real estate so it may be properly identified
- Submit twenty (28) sets of scaled drawings of the property
- Submit twenty (28) sets of typed legal descriptions

**Procedure**

1. Submit completed application and a fee of \$500.00 to the Building Department.
2. Zoning Commissioner will forward the application to the Clerk of Council after a review of the application package.
3. Clerk of Council will schedule application for a Council Work Session Agenda .
4. Application appears at Work Session for explanation to Council.
5. Application is placed on the next Council Meeting Agenda.
6. Council forwards the application to the Planning Commission for their report and recommendation.
7. Planning Commission Secretary places application on Planning Commission Meeting Agenda.
8. Applicant meets with Planning Commission for explanation. Planning Commission shall act on referral within sixty (60) days from the date of referral (unless a longer time is allowed by Council; up to an additional sixty (60) days).
9. Planning Commission forwards report and recommendation to Council.
10. Council Clerk has ordinance prepared by the Law Director and places it for first reading on next Council Meeting Agenda.
11. Council Clerk schedules public hearing on application within sixty (60) days of first reading. Council takes final action on ordinance no later than sixty (60) days after its first reading.
12. If legislation is passed by Council, the Clerk of Council submits it for placement on the ballot for the next primary or general election, which shall not occur less than sixty (60) days after its passage by Council. (Allow approximately 280 days from application submission to Primary or General Election date.)

**REZONING APPLICATION**

CITY OF BROADVIEW HEIGHTS

9543 BROADVIEW ROAD, BLDG 7, BROADVIEW HEIGHTS, OHIO 44147 DATE: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**OWNERS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's relationship to subject property: \_\_\_\_\_

Applicant's Attorney or Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

PERMANENT PARCEL NUMBERS: \_\_\_\_\_

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

Size of all parcels to be rezoned: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. or \_\_\_\_\_ acres

GENERAL DESCRIPTION (check all that apply):

Wooded  Lake  Flat  Steep/Hilly  Rolling  Wetland  Incl. Stream/Pond

EXISTING BUILDINGS:

DESCRIPTION: \_\_\_\_\_

REMAIN \_\_\_\_\_ TO BE REMOVED \_\_\_\_\_

REQUEST ZONE CHANGE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

INTENDED USE: \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY OF BROADVIEW HEIGHTS PLANNING COMMISSION  
APPLICATION / FEES**

| OFFICE USE ONLY |       |
|-----------------|-------|
| PC CASE #       | _____ |
| APP. #          | _____ |
| RECEIPT #       | _____ |

DATE: \_\_\_\_\_  
 PROJECT: \_\_\_\_\_  
 PROJECT DESCRIPTION: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_ PPN: \_\_\_\_\_

APPLICANT/OWNERS REP.: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESIGN PROFESSIONAL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 \_\_\_\_\_ EMAIL: \_\_\_\_\_

| FUNCTION  | BASE FEE | ADDITIONAL FEE                               |
|---|----------|--|
| Minor Subdivision or Lot Split – (3 and under)                      | 500.00   | 50.00 / lot, plus                            |
| Major Subdivision or Lot Split – (4or 6 lots)                       | 500.00   | 50.00 / lot, plus                            |
| Replatting – Lot Consolidation – Revised Site Plan<br>-Resubmittal  | 500.00   | 50.00 / lot, plus                            |
| Rezoning Application  | 500.00   |  |
| Residential Development – (create 6 or more lots)<br>(multi-family) | 3,000.00 | 50.00 / lot or per unit, plus                |
| Non-residential Development   | 3,000.00 | 50.00 / unit/suite or 50/1000 S.F., plus     |
| Non-residential additions / Accessory Buildings                     | 2,000.00 | 50.00 / new unit/suite or 50/1000 S.F., plus |
| Conditional Accessory Use   | 500.00   |  |
| Wireless Tower  | 500.00   |  |
| Conditional Use   | 500.00   |  |
| Request to Modify Conditions  | 500.00   |  |
| Conditional Use Application   | 500.00   |  |
| Similar Use Determination   | 500.00   |  |
| Renewal of Previous Approval  | 500.00   |  |
| Other applications not covered herein                               | 500.00   |  |

**SUBMITTAL MUST INCLUDE 15 COPIES OF DRAWINGS (TO SCALE), SPECIFICATIONS, PHOTOGRAPHSS, DATA WORK SHEETS, ETC... BOUND INTO COMPLETE SETS.**

| FUNCTION    | FEES |
|-------------|------|
|             |      |
|             |      |
|             |      |
| AMOUNT DUE: |      |