



Rezoning Application

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Office Use

Submittal Date: _____ Case #: _____

Meeting Date: _____ Permit No.: _____

Case Status

Approved/ Not Approved/ Removed

Date: _____

Subject Site

Property Address _____

Auditor Parcel Number(s) (APN/PPN) _____

City/State/Zip _____

Zoning District _____

Property Owner

Name: _____

Phone _____

Address: _____

Email _____

City/State/Zip _____

Name of Business (if applicable) _____

Authorized Representative (if different from owner)

Name: _____

Phone _____

Address: _____

Email _____

City/State/Zip _____

Name of Business (if applicable) _____

Engineer (if different from owner)

Name: _____

Phone _____

Address: _____

Email _____

City/State/Zip _____

Name of Business (if applicable) _____

Design/Architectural (if different from owner)

Name: _____

Phone _____

Address: _____

Email _____

City/State/Zip _____

Name of Business (if applicable) _____



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Request Zone Change

From: _____

To: _____

Permanent Parcel Number(s):

Size of Parcel(s) (sq. ft. or acres):

General Description of Area: (check all that apply)

- Wooded
- Lake
- Flat
- Steep/Hilly
- Rolling
- Wetland
- Incline
- Stream/Pond

Building Information:

- Buildings Yes No
- Remain Yes No

Description: _____

Intended Use:

By signing below, I understand that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights are cause for refusal or revocation of this application and permit.

Owners Printed Name

Applicant Printed Name

Owners Signature

Applicant Signature

Date

Date

Rezoning Application Continued

Instructions and Additional Information

Rezoning Procedures

Complete Zoning Application

- Complete City's Zoning Application form.
- 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

The Packet Documents Order

- 1st page: application
- 2nd page: site drawing / project plans
- 3rd page; property owner, neighbor or building owner approval
- 4th & additional pages: all other documents

Approval Procedure:

- Submit completed application and a fee of \$500 to the Building Department.
- Zoning Commissioner will forward the application to the Clerk of Council after a review of the application package.
- Clerk of Council will schedule application for a Council Work Session Agenda
- Application appears at Work Session for explanation to Council.
- Application is placed on the next Council Meeting Agenda.
- Council forwards the application to the Planning Commission for their report and recommendation.
- Planning Commission Secretary places application on Planning Commission Meeting Agenda.
- 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).
- Planning Commission forwards report and recommendation to Council.
- Council Clerk has ordinance prepared by the Law Director and places it for first reading on next Council Meeting Agenda.
- 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.
- 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.)

Contact Information

Building Department (440-526-6864)

Joe Mandato, Chief Building Officer

Gina Zdanowicz, Planning Commission Secretary

building@broadview-heights.org

Engineering Department (440-838-4705)

Eugene Esser, City Engineer

Ethan Neff, Assistant City Engineer