



# Board of Zoning Appeals Variance Application

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

### Office Use

Submittal Date: \_\_\_\_\_ Case #: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_ Application No.: \_\_\_\_\_

### Case Status

Approved/  Not Approved  Removed  
Date \_\_\_\_\_

Residential       Commercial

### Type of Project (check all that apply)

Alterations /  Remodeling /  Structural       In-Ground Pool /  Above Ground Pool  
 Driveways /  Sidewalks /  Patio       Other Project \_\_\_\_\_  
 Sheds /  Deck/  Fence

### 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/Applicant (if different from owner)

Name: \_\_\_\_\_

Phone \_\_\_\_\_

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

Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_



# Instructions and Additional Information

The Board of Zoning Appeals meets the 1<sup>st</sup> Wednesday of the month. The schedule for upcoming meetings can be found on the City's website ([www.broadview-heights.org](http://www.broadview-heights.org)). The meetings are held at The City of Broadview Hts., City Hall (9543 Broadview Rd, Broadview Heights, OH, 44147) in the Council Chambers and the Board of Zoning Appeals meeting starting at 6:30 pm.

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application which can result in the case being removed from the agenda.

Submittal to the Board of Zoning Appeals Secretary must be made on the due date. You must submit eighteen (18) copies of the application, all corresponding paperwork; collated, stapled and put in sets. The application, packets and money must be in by 1:00 pm of the deadline date. The fee of **\$250.00** must be paid at the same time as submittal of the application. Fees can be paid by cash, check or credit card (\$0.50 minimum charge & 3.5% service charge). Cash and credit cards are only accepted in person.

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: [www.broadview-heights.org](http://www.broadview-heights.org).

## 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

## General Submittal Requirements:

Drawings should be:

- Must be to scale and (18) 11 x 17. If needed for larger residential/commercial projects (2) 18"x 24" or 24" x 36".
- Description of the property or effected area
- Site plan (plot plan) with setbacks, topography, meets and bounds, elevations, floor plan(s), landscaping, or other aid to help define the kind and type of structure(s).
- All structures shown in scale of one (1) inch equals twenty (20) feet, with 2' contours and proposed structure(s) are to be shaded in and Other items include specifications, photographs, data work sheets, etcetera

Property owners and the applicant must attend all meetings. It is to your advantage to have all the parties that have a vested interest in the property and project to be present at all the meetings to answer questions from the Board of Zoning Appeals. If there is more than one property owner, then all must be present. If NO property owners can't be present at the time of the meeting, then a representative may attend on their behalf as long as we have a notarized letter granting permission (for each property owner) for the representative to make decisions on the property owner's behalf.

If the property owner listed on the application is not the same as what Cuyahoga County Recorders & Auditor site list, then the Board of Zoning Appeals will not proceed with hearing the case until ownership is cleared with the County Recorder's office.

Upon approval of your request, you must obtain the proper building permits required at the Building Department (City Hall, 2<sup>nd</sup> floor). All general and sub-contractors must be registered with the City of Broadview Heights before a permit will be issued. All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

The city recommends that the applicant try to meet with each property owner within 500' of the subject parcel to discuss the merits of the request since each of those property owners will be invited to speak for or against the request.

## **Broadview Heights City Charter - Article V, Section 8, D Determinations; Variances reads as follows:**

(1) Except as otherwise provided herein, the Board of Zoning Appeals shall determine all matters properly presented to it in writing. Where practical difficulties shall result from the enforcement of any zoning ordinance, the Board of Zoning Appeals shall have the power to grant a variance in harmony with the general intent of the ordinance and to secure the general welfare and substantial justice in the promotion of the public health, comfort, convenience, morals, safety and general welfare of the Municipality.

**(2) Variances granted pursuant to Section 8(d)(1), unless acted upon, shall expire one year from the date in which the variance was granted.** The jurisdiction of the Board of Zoning Appeals shall not extend to the granting of a variance from any zoning ordinance which limits the location of trades, industries, condominiums, apartment houses, two-family houses, single-family houses and/or any other comparable structures and/or primary uses to a specific zoning district.

(3) The action of the Board of Zoning Appeals on any non-residential matter shall be forwarded to Council. Council may, by affirmative vote of two-thirds (2/3) of its members override the action of the Board of Zoning Appeals on any non-residential matter, provided however, that the vote to do so must be made within thirty (30) days of the action of the Board of Zoning Appeals. The action of the Board of Zoning Appeals on all residential matters shall be final.