

Board of Zoning Appeals

The Parma Heights Board of Zoning Appeals has been established by provision of our city charter, in accordance with the constitution of the State of Ohio.

The Commission:

- Consist of five (5) members, who are appointed by the mayor with the approval of a majority of city council members. They cannot hold other municipal office or appointment. Members serve for three (3) years.
- The Board of Zoning Appeals meetings are scheduled on an as needed basis.
- It takes 3 to 4 weeks to set up a meeting after all the information has been submitted.
- Meetings are held at Parma Heights City Hall, 6281 Pearl Rd. @ 6:00 PM

Requirements:

- Applicant will supply a letter of hardship stating why the variance is necessary.
- Applicant will also supply **eight (8)** sets of the entire packet. Your packet will consist of complete drawings with all necessary measurements, a plot plan, and any other information required for your variance along with the letter of hardship and completed application.
- A fee of Seventy Five Dollars (\$75.00) shall accompany the packet.
Make check made payable to The City of Parma Heights or **exact cash**.
- Applicant will be notified by mail as to the date of meeting.
- Surrounding property owners will also be notified of the meeting and are welcome to attend. This is a public meeting.
- The applicant is responsible to supply exhibits, evidence... to the board at the scheduled meeting.



APPLICATION TO THE BOARD OF ZONING APPEALS
CITY OF PARMA HEIGHTS

DATE: _____

CASE #: _____

MEETING DATE: _____

PARCEL

#: _____

1. Application must be made to the Board of Zoning Appeals within 30 days from the date of any refusal in writing from the Building Inspector to issue a permit.
2. The undersigned hereby makes application to the Board of Zoning Appeals of the City of Parma Heights, Cuyahoga County, Ohio for the purpose of:
 - () Subdividing a presently existing lot.
 - () Requesting rezoning of a property in a manner which does not conform to existing ordinances.
 - () Other (Please specify)

3. The above request to land and /or building appurtenances thereof, at the following location(s):

4. **Concurrent** with the filing of this request, the appellant will present to the City of Parma Heights such drawings and legal descriptions as necessary to complete an accurate understanding of the subject at hand. Said drawing and / or written material will not be returned to the appellant, but shall become the property of the City of Parma Heights, and part of the application.
5. The appellant shall appear in his own behalf or be represented by counsel or agent at the Public hearing before the Board.
6. The appellant shall indicate in writing whether or not he is acting as an individual or as a representative of other interest, of which he may or may not be a member. In the latter case, the name address and telephone number of the represented parties as well as those of the person signing the application shall be indicated on said application.
7. Pursuant to the requirements of C.O. Section 1130 (a)(5), the undersigned appellant deposits herewith a check made out to the City of Parma Heights in the amount of **Seventy-Five (\$75.00) or exact cash.** The appellant also acknowledges the possibility of greater expense being incurred by the City of Parma Heights in connection with this request and hereby agrees that any and all expense occasioned by the processing of this application will be borne by him.
8. A clear and concise statement of the appellant's position of contention must accompany this application.

APPLICANT

REPRESENTING (Not to be filled out if individual is making application for himself only)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

9. Do you consent to members of the Board entering upon your premises for the purpose of viewing them prior to the hearing? **PLEASE CHECK** **YES** **NO**.