

The City of Mayfield Heights

Board of Zoning Appeals

Board of Housing Appeals



Application and Submittal Requirements

MEMBERS:

FRED KRAMER, CHAIRMAN

*GIUSEPPE DIIULIO,
VICE-CHAIRMAN*

MICHAEL WAGNER, MEMBER

*SUSAN SABETTA,
COUNCIL REPRESENTATIVE*

MATT METYK, MEMBER

*CHARLES LAZZARO,
ALTERNATE MEMBER*

*ANNE WEILAND,
EXECUTIVE SECRETARY*

Any person believing that his or her property qualifies for a variance from the regulations of the Zoning Code, for the district in which such property is located, may apply to the Board for a variance pursuant to Chapter 1155 of the Codified Ordinances of the City of Mayfield Heights.

An appeal from a decision of the Director of Building may be made to the Board of Zoning Appeals by any person aggrieved or affected by such decision, provided that such appeal is made within *ten days* after the rendering of the decision.

The Board of Zoning Appeals shall also serve as the Board of Housing Appeals and its powers and duties and the procedures for appeal shall be as provided in Chapter 1155 of the Planning and Zoning Code.

An owner or agent shall have the right to appeal a point of sale inspection by giving notice to the Board of Zoning Appeals, sitting as the Board of Housing Appeals, pursuant to Sections 1155.06 and 1383.09 of the Codified Ordinances, by giving notice to the Building Department within *twenty days* of being notified of the same.

MEETING FORMAT, RULES & REGULATIONS

Regular meetings of the Board of Zoning Appeals are scheduled for the Tuesday after the second Monday (first council meeting of the month), at 7:00 p.m. in the City Hall Council Chambers. All meetings of the Board shall be open to the public.

All adjacent property owners will be notified by mail of the request and the place, date and time of the meeting.

Please be advised that the Board will hear all the cases listed on the agenda before decisions are rendered on individual cases. That is. . . the first case will be heard, then the second case will be heard, etc. After all cases are heard, the first case will be voted on, then, the second case will be voted on, etc.

FINAL ACTION BY COUNCIL

No decision of the Board shall be effective or final until Council has taken action by resolution. Council may modify or reverse the decision of the Board by a vote of five of the seven elected members of Council. Your case will automatically be placed upon the agenda for the next scheduled Council meeting. Your presence is recommended at the Council meeting. Any comments you wish to make at the Council meeting may be done during the "Comments from the Public" portion of the meeting.

EFFECTIVE PERIOD OF PERMITS

All permits approved by the Board of Zoning Appeals for exceptions and variances from the provisions of this Zoning Code shall be void after six months from the date of such approval or from the date of approval by the Architectural Board of Review (if applicable), unless, in the case of new construction, work has been done above the foundation walls, and unless, in cases of occupancy of land or reconstruction or occupancy of building, the operation called for by the permit is well underway by the end of such six-month period.

SUBMITTAL REQUIREMENTS

- **If an applicant is not the owner of the property, then he or she shall possess written authorization from such owner indicating that he or she is authorized to appear on such owner's behalf, in order for such application to be considered.**
- Applications shall be typed or printed in ink, FILLED OUT COMPLETELY, and filed with the Secretary of the Board of Zoning Appeals at least fourteen (14) days prior to a scheduled meeting.
- Applications shall be accompanied by a filing fee as follows:

Class U-1 and Class U-2 Districts (residential)	\$25.00
All other Classifications	\$100.00

**Make checks payable to:
The City of Mayfield Heights**

- Application shall be accompanied by fifteen (15) copies of a site plan, drawings and/or a summary which best describe your variance request.

MEETING DATES AND DEADLINES

<i>MEETING DATE TUESDAY AFTER THE 2ND MONDAY 7:00 P.M.</i>	<i>SUBMISSION DEADLINE TWO WEEKS 5:00 P.M.</i>	<i>COUNCIL MEETING 4TH MONDAY 7:00 P.M.</i>
January 15, 2019	December 28, 2018	January 28, 2019
February 12, 2019	January 29, 2019	February 25, 2019
March 12, 2019	February 26, 2019	March 25, 2019
April 9, 2019	March 26, 2019	April 22, 2019
May 14, 2019	April 30, 2019	Cancelled
June 11, 2019	May 28, 2019	June 24, 2019
JULY	SUMMER RECESS	
AUGUST	SUMMER RECESS	
September 10, 2019	August 27, 2019	September 23, 2019
October 15, 2019	October 1, 2019	October 28, 2019
November 12, 2019	October 29, 2019	November 25, 2019
December 10, 2019	November 26, 2019	To be determined.

All meetings are held in the City Hall Council Chambers.

Any questions regarding your variance request submittal may be directed to the Secretary of the Board of Zoning Appeals: Anne Weiland, at (440) 442-2626, Ext. 210 or anneweiland@mayfieldheights.org



THE CITY OF MAYFIELD HEIGHTS BOARD OF ZONING APPEALS

6154 Mayfield Road
Mayfield Heights, OH 44124
Phone: 440-442-2626, Ext. 210 ~ Fax: 440-442-7662

REQUEST TO APPEAR

PROPERTY ADDRESS:	
JOB NAME (commercial property):	
PERMANENT PARCEL NO(S):	APPLICANT'S NAME:
PROPERTY OWNERS NAME:	APPLICANT'S COMPANY NAME:
PROPERTY OWNER'S ADDRESS:	APPLICANT'S ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PROPERTY OWNER'S PHONE NO.:	APPLICANT'S PHONE NO.:
PROPERTY OWNER'S EMAIL ADDRESS:	APPLICANT'S EMAIL ADDRESS:

TYPE OF VARIANCE OR APPEAL REQUESTED (BE SPECIFIC)

REASONS FOR NEED OF VARIANCE OR APPEAL (BE SPECIFIC)

Has the property owner ever requested a variance from the Board of Zoning Appeals for this location? _____

Do you know of any variances that have been granted to this property? _____

If yes, when? _____ What variance was granted? _____

*APPLICANT, OR REPRESENTATIVE, MUST BE PRESENT AT THE MEETING.

Signature of Applicant

Date

This form must be filed with the Secretary of the Board at least fourteen (14) days prior to the meeting date.

DATE OF HEARING:	APPEAL NO:
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