



BUILDING DEPARTMENT USE ONLY	
BZA Application #:	
Meeting Date:	
Building Director Review:	
Variance Granted:	

## APPLICATION FOR BOARD OF ZONING APPEALS (BZA)

**Application Fee: \$50.00 Date of Meeting: Please refer to BZA Schedule**

**Applicant must supply 8 copies of all documentation to be considered or the appeal will not be accepted**

Please note: Applicant must be the owner of record of the property involved in this request or the applicant must submit written authorization from the legal property owner at the time application is submitted. Applicant/Owner must appear at the board meeting or the board may deny the request.

Address of Property involved in BZA Request: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Relationship to Owner: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Mailing Address (*if different than above*): \_\_\_\_\_

Owner of Property (*if different than Applicant*): \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Owners Mailing Address (*if different than above*): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Ord. 58-135 Code Section: \_\_\_\_\_

### TYPE OF APPEAL REQUESTED:

- Variance of code regulations
- Special Permit for an accessory structure not listed by ordinance as a permitted use.

Request for variance to buildings, yards, lot coverage and/or off-street parking shall be accompanied by scale drawings with accurate measurements showing all structures in relation to property lines. Any Application not containing sufficient information and/or complete drawings may be deferred until complete information has been submitted.

IMPORTANT PLEASE READ: C.O. 1127.06 – TERM OF VARIANCE – Variances granted will be valid for a period of twelve (12) months from the date of such order. Building Permit, erection, alteration or use of a building must be commenced within this time period. The Board may grant an extension of time for good cause shown.

When variances are requested, the appellant per Section 1127.04(D) must state and the Board must find that:

- A. A practical difficulty or unnecessary hardship exists and is *peculiar to the premises*.
- B. Refusal will deprive the owner of property rights.
- C. Granting the appeal will not be contrary to the purpose and intent of the zoning code.

Bay Village Ordinances: [https://library.municode.com/oh/bay\\_village/codes/code\\_of\\_ordinances](https://library.municode.com/oh/bay_village/codes/code_of_ordinances)

**Applicant or Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SPECIFIC DETAILS OF VARIANCE REQUEST:**

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**ZONING BOARD CONSIDERATIONS**

If applicant is requesting a variance, applicant must show unnecessary hardship or practical difficulty; such hardship must be demonstrated by clear and convincing evidence as to all of the following questions:

- 1) Are you currently unable to put the property to any economically viable use under any of the permitted uses in the zoning district in which is it located, and if not, why?

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- 2) Does the variance request stem from a condition which is unique to the property in question and not ordinarily found in the district, and if so, why?

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- 3) Was the hardship/difficulty condition existing or was it created by the applicant? What is the hardship/difficulty?

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- 4) Was the property owner aware of the zoning restrictions when the property was purchased?

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- 5) Is the granting of the variance necessary for the reasonable use of the land or building, and is it the minimum variance that will accomplish this purpose?

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- 6) Will the granting of the variance adversely affect the delivery of governmental services such as water, sewer, or refuse removal?

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- 7) Is the granting of the variance in harmony with the general purpose and intent of the Zoning Code, and will this substantially alter the character of the neighborhood?

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**AUTHORIZATION FOR PROPERTY ACCESS**

In signing this application, I authorize members of the City's Building Department and Board of Zoning Appeals access to my property for the limited purpose of photographing and/or viewing the area affected by the variance requested in this application and verification of project dimensions.

Any dog(s) on property: \_\_\_\_\_

Applicant/Owner Name: \_\_\_\_\_

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

Permanent Parcel#: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Applicant or Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GENERATOR PLACEMENT**

**ADDITIONAL INFORMATION REQUIRED**

BZA required information when applying for a special permit regarding generator and placement of same. The BZA will not address requests for special permit for generators unless the following information is completed and attached with the appeal application:

Manufacturer's Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

SEER Rating (Seasonal Energy Efficiency Rating): \_\_\_\_\_

Dimensions of Unit: \_\_\_\_\_

Decibel Level (DB Rating) of the unit: \_\_\_\_\_

Size of existing electrical service: \_\_\_\_\_

Size of conductors: \_\_\_\_\_

Size of existing gas service line: \_\_\_\_\_

Gas service sized correctly for additional load: \_\_\_\_\_

**AIR CONDITIONING CONDENSER PLACEMENT**

**ADDITIONAL INFORMATION REQUIRED**

The BZA will not address requests for a variance of air conditioning condensers unless the following information is completed and attached with the appeal application:

Manufacturer's Name: \_\_\_\_\_

Model Number: \_\_\_\_\_

SEER Rating (Seasonal Energy Efficiency Rating): \_\_\_\_\_

Dimensions of Unit: \_\_\_\_\_

Decibel Level (DB Rating) of the unit: \_\_\_\_\_