

THE CITY OF PAINESVILLE, OHIO

BZA INSTRUCTION SHEET

The following information is to assist an applicant in completing an application for appeal to the Board of Zoning Appeals. The following numbered items correspond to a line or section of the application:

1. The name of the person or corporation submitting the appeal.
2. Clearly describe the proposed use or building for which the appeal is being requested. For example "to construct a 850 sq. ft. garage, 3 feet from the side property line."
3. Indicate the address for the property for which the appeal is requested.
4. Indicate zoning district in which the property is located. The Building Department Staff can assist you in determining the district.
5. Describe as clearly as possible the hardship or practical difficulty for your inability to comply with the Zoning Code Requirements.
6. Signature of the applicant.
7. Print the name and address of the applicant and a phone number where you can be reached during the day.
8. If the applicant is not the landowner the name, address and signature of the landowner must also be provided and the applicant's relationship to the landlord explained. (i.e. relative, attorney, purchaser, etc.)

PLEASE NOTE:

1. The application must be submitted by the deadline established prior to the meeting, to allow notification of property owners within 100 feet of the request. Please contact the Board of Zoning Appeals secretary at 440-392-5918 for a list of meeting dates and deadlines.
2. Fee: A fee of \$125.00 must accompany the application. Additionally, ten copies of the site plan illustrating the property must accompany the application.
3. Applicants whose appeals are granted must wait 5 business days before a building permit can be issued. **Approval of an appeal does not constitute approval of a building permit.** A separate application for a building permit must be submitted.
4. The staff of the Community Development Department is available to assist in completing the application or discussing the nature of your appeal.