

City of University Heights Board of Zoning Appeals Application

Please Type or Print

Application Date _____ For Meeting Date _____

Renewal of a Special Permit Appearance Required Photos Required

Location

Address of Subject Property: _____

Parcel Number: _____

Owner of Property: _____ Applicant: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State Zip: _____

Phone: _____ Work _____

Requested Appeal of Building Commissioner's Denial

(Filled Out by Building Department Only)

Reason for Denial/Renewal: Zoning Code Section: _____

Brief Zoning Code Violation:

Existing Violation on Property No Yes (See Attached)

Hardship Imposed to Property Owner

Type or Print (Filled Out by Applicant Only, Use Back if Necessary)

Applications under Section 1244.01 (a) must be filed with the Division of Engineering and Inspection within 10 days from date of application for permit or occupancy. Appeals under Section 1244.04 (b) must be made within 10 days from action of Building Commissioner of Building Committee. The Board of Zoning Appeals will hold a public hearing and notify the parties and owners of adjacent property deemed affected by the case.

Variances Filing Fees (Not refundable):

\$50.00 for All Districts

Special Permits Filing Fees (Not refundable):

\$150.00 for Properties Located in Residential Zoning Districts

\$300.00 for Properties Located in All Other Districts

NOTE: Any additional actual costs incurred by the City shall be the sole responsibility of the applicant.

Cash Check Check # _____ Amount _____ Receipt # _____

Note: A permit must be obtained, no sooner than 10 days following the meeting, the above filing fee is not a permit.

Signature of Applicant: _____ Date _____

PROCEDURE FOR TAKING A BZA APPLICATION IN UNIVERSITY HEIGHTS

1. The cut off for a BZA application is about 2 ½ weeks before BZA (ask at building Dept.)
2. A turned down permit application is required to apply to BZA
3. Fill out a BZA form
4. Fees are as follows:

Variiances Filing Fees (Not refundable):

\$50.00 for All Districts

Special Permits Filing Fees (Not refundable):

\$150.00 for Properties Located in Residential Zoning Districts

\$300.00 for Properties Located in All Other Districts

5. Be sure to have a sketch, or plans (drawing) of the job
6. Be sure to have a photo of the job (one or 2 photos)
7. All plans must be in an 8 ½ X 11 format
8. All new applicants must attend the meeting or send an agent to represent them
9. The meeting is at 8:00 in the morning, second Wednesday of the month at City Hall Council Chambers
10. Work cannot be started until 10 days after BZA to give time for anyone to object.