



Department of Building, Zoning & Housing  
26789 Highland Road  
Richmond Heights, Ohio 44143-1429  
216-383-6312 Fax: 216-383-6319  
Rudolph Hilliard, Building Commission

**REQUEST TO APPEAR BEFORE THE ZONING BOARD OF APPEALS**

<b>Applicant or Agent:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Driver's License #:</b>	<b>State:</b>
<b>Nature of Request:</b>	
<b>Location:</b>	
<b>Property Owner:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Present Zoning Classification:</b>	

**Application fees:**

Residential R-1, R-2 and R-3 zoned districts	\$125.00
All other districts:	\$200.00
Administrative Review (Residential)	\$40.00
Administrative Review (Commercial)	\$50.00

SIGNATURE

DATE

**SEE PAGE 2 FOR ADDITIONAL APPLICATION REQUIREMENTS**

**OFFICIAL USE ONLY**

Application Received/Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Public Notice: Date: \_\_\_\_\_ Newspaper: \_\_\_\_\_



## **SUPPORTING INFORMATION** (to be submitted with application)

1. Site plan depicting the following:
  - a. Property lines and dimensions.
  - b. Location of main and accessory structures including property line setbacks.
  - c. Location of variance or request for a special approval.
2. A written statement describing the nature or reason for the request for a variance or special approval. The statement must address all the following issues:
  - a. That the literal application of the code has resulted in an undue hardship.
  - b. That unique or exceptional circumstances or conditions exist and apply to the property involved.
  - c. That the granting of a variance or special approval will not be injurious to the property or improvements in the neighborhood.
  - d. That the granting of a variance or special approval will not be contrary to the purpose or intent of the Zoning Code.
3. Eight (8) copies of the application and supporting information shall be submitted to the Commissioner of Building, Zoning, and Housing a minimum of **fourteen (14) days** prior to the meeting date.
4. Application fees:

a. Residential R-1, R-2 and R-3 zoned districts:	\$125.00
b. All other districts:	\$200.00
c. Administrative Review (Residential)	\$40.00
d. Administrative Review (Commercial)	\$50.00

**THE ZONING BOARD OF APPEALS MEETS AT 7:00 P.M. ON THE FIRST WEDNESDAY OF EACH MONTH IN THE CAUCUS ROOM OF RICHMOND HEIGHTS CITY HALL  
LOCATED AT 26789 HIGHLAND ROAD.  
MEETING DATES ARE SUBJECT TO CHANGE. CONTACT THE BUILDING DEPARTMENT 216-383-6312**