



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

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

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**