

**CITY OF STRONGSVILLE BOARD OF ZONING
AND BUILDING CODE APPEALS**

APPLICATION INSTRUCTIONS

Variance requests are in two parts - the initial meeting and a Public Hearing. The process involves two meetings falling on the 2nd and 4th Wednesday of the month and, if the variance is granted, there is a twenty day (20) waiting period before the variance takes effect, as mandated by the Charter. **The following must be submitted no less than 1 week prior to a meeting:**

- An Application to the Board of Appeals (copy attached).
- Nine (9) sets of the Site Plan (folded) or Topo (for homeowner's requests only) and construction drawings, collated.
- If part of a Homeowner's Association, an approval letter from the association board must be submitted.
- A "Right of Entry" form must be signed (copy attached).
- Check payable to the "City of Strongsville" in the amount of \$50.

Please Note: The Codified Ordinances of the City requires strict time periods for filing appeals to the Board of Appeals before the Board will hear your matter. Ordinance Sections that apply are Chapter 1248 of the Zoning Code and Chapter 1414 of the Building & Housing Code, attached.

The Board of Appeals normally meets the **2nd and 4th Wednesday** of the month at 8:00 p.m. at 13213 Pearl Road (former library, now the City of Strongsville Communication Center), Strongsville, Ohio 44136. The Board meets to caucus at 7:30 p.m., prior to the meeting and applicants are encouraged to listen to the comments of the Board members as they discuss the agenda for the evening.