

CITY OF STRONGSVILLE
BOARD OF ZONING AND BUILDING CODE APPEALS
16099 Foltz Parkway, Strongsville, Ohio 44149
INSTRUCTIONS FOR APPLICATION TO BOARD OF BUILDING CODE AND ZONING APPEALS
This information is available at www.strongsville.org or call us at 440-580-3106

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 18688 Royalton Road in the Council Chambers. 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.

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BOARD OF BUILDING CODE AND ZONING APPEALS
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APPLICATION TO BOARD OF BUILDING CODE AND ZONING APPEALS
This form is available at www.strongsville.org or call us at 440-580-3106

**Today's date: _____

**Type of Project: _____

**Project Address: _____

**Property Owner's Name: _____

**Property Owner's Address: _____

**Property Owner's Phone Numbers: Home _____ Work _____ Cell _____

**Subdivision Name (If applicable): _____

**Part of a Homeowner's Association: Yes _____ No _____

**State the reason why you cannot build your project according to the code:

(If applicable):
**Representative's Name: _____

**Representative's Address: _____

**Representative's City, State and Zip Code: _____

**Representative's Phone Numbers: Work _____ Cell: _____ Fax: _____

** Applicant must complete these required fields above

PPN: _____ ZONING DISTRICT: _____

Non-Compliance to Ordinance Number: _____

Type of Variance Needed: _____

Amount Required or Permitted: _____

Amount Being Proposed: _____

Amount Being Requested: _____

**CITY OF STRONGSVILLE
 BOARD OF ZONING AND BUILDING CODE APPEALS
 16099 Foltz Parkway, Strongsville, Ohio 44149
 MEETING DATES**

This calendar is available at www.strongsville.org or call us at 440-580-3106

MEETING DATES

2012

**MEETING LOCATION
 CITY OF STRONGSVILLE COUNCIL CHAMBERS
 18688 ROYALTON ROAD**

**7:30 PM CAUCUS
 8:00 PM CALL TO ORDER**

JANUARY	11	JULY	11
JANUARY	25	JULY	25
FEBRUARY	8	AUGUST	8
FEBRUARY	22	AUGUST	22
MARCH	14	SEPTEMBER	12
MARCH	28	SEPTEMBER	26
APRIL	11	OCTOBER	10
APRIL	25	OCTOBER	24
MAY	9	NOVEMBER	14
MAY	23	NOVEMBER	28
JUNE	13	DECEMBER	12
JUNE	27	DECEMBER	26

Dates and times are subject to change. Call Kathy Zamrzla at 440-580-3106 to confirm. The meeting is held at 18688 Royalton Road in the Council Chambers.

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RIGHT OF ENTRY FORM TO BOARD OF BUILDING CODE AND ZONING APPEALS
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I hereby certify that I am the owner or the legally authorized agent of the owner of the subject property for which this variance application is made.

I further authorize the Strongsville Board of Zoning and Building Code Appeals or its agent(s) to enter upon the property for which this application is made, without further notice, to inspect said property.

Any such inspection shall be conducted between the hours of 9:00 a.m. and dusk on any day suitable to the Board or its agent(s), including weekends.

Property Owner's Name

Property Owner or Agent's signature

Date

