

**BOARD OF ZONING APPEALS
INSTRUCTION SHEET FOR APPLICANTS AND APPELLANTS**

An Application for Appeals to the Board of Zoning Appeals shall be filed with the secretary of the Board at the Elyria Building Department by a person who is a property owner of record in the office of the Lorain County Recorder as of the date the Application/Appeal is filed. A nonrefundable fee of \$100.00 payable to the City of Elyria shall be charged each Applicant or Appellant for each case at the time of filing.

Each application for Appeal shall be in writing and shall consist of a minimum of five (5) typewritten or printed pages each 8 ½" x 11" containing the following:

- PAGE 1.** Completed cover Sheet supplied by the City with these Instructions.
- PAGE 2.** A copy of the letter from the Building Dept. explaining the need for a variance.
- PAGE 3.** A layout diagram to scale of the property upon which the Application/Appeal is being made and at least some portions of all adjoining property. This layout is to show: **a)** location and dimensions of all existing buildings, proposed buildings, and proposed additions; **b)** distances between buildings & between buildings and property lines; **c)** driveway location and dimensions; **d)** lot dimensions; and **e)** the location of any present structure or adjoining property within 50 feet of the applicant's property.
NOTE: The public sidewalk is not the property line.
- PAGE 4.** A list of names and addresses of owners of records of adjoining properties. These are to include properties on each side of the applicants property, directly across the street and diagonally across the street, and directly behind and diagonally behind the applicants property. (Permanent parcel number and address of each adjacent property is also requested).
- PAGE 5.** Photographs of the property showing how the variance if granted, will affect adjacent properties. Three or four photos of the affected area of construction are sufficient. (front, rear, sides)

INSTRUCTIONS:

These instructions apply to an Application for Variance or Conditional Use and an Appeal of the decision of the Building Inspector.

Each page shall be numbered in the lower right hand corner. Where it is necessary to use more than one page, the sequence of numbering shall be 1-a, 1-b, etc.

An ORIGINAL and NINE (9) COPIES of the above data shall be furnished at the time of application. Each set shall be stapled to create ten (10) complete packets.

The Applicant/Appellant may be represented by legal counsel at the hearing. However, the Application/Appellant will be bound by the action or lack of action of his counsel.

The Board of Zoning Appeals strongly recommends the personal appearance of the Applicant/Appellant at the hearing.

**CITY OF ELYRIA, OHIO
BOARD OF ZONING APPEALS
APPLICATION/APPEAL**

1. Street Address of Property _____

Permanent Parcel No. _____

Zoning District _____

2. Property Owner of Record _____

Address _____

Telephone No. _____

3. Check appropriate section:

___ Application for Variance (Code section(s)) _____

___ Application for Conditional Use

___ Application to appeal a decision of the Building Inspector

4. Present use of the property: (ie: single-family dwelling, store, beauty shop, factory, etc.)

5. Proposed use of the property _____

6. Complete this question if you checked "Application for Variance" in question 3

A. Describe the nature of the variance requested: _____

B. The Board must consider the following five conditions in granting a variance. Please answer each question clearly and concisely.

1. Are there exceptional or extraordinary circumstances that apply to your project that make the granting of the variance(s) necessary? (Explain)

2. Have other property owners in your neighborhood already obtained variances or completed projects allowing them to do what you want to do? If yes, please provide addresses of those properties.

3. How will the variance(s), if granted, affect adjacent properties?

4. Are there unique physical conditions that apply to your property? (is your lot unusually narrow or shallow? Is it irregular in shape? Is it on a hill?)

5. If the variance is granted, will the use of your property change? If so, how?

The undersigned is an owner of record, or an agent of the owner of record, of said property and states that the information contained in this application and in the attached pages is true to the best of his/her knowledge.

Owner of Record _____ Date _____

Owner's Agent _____ Date _____