



CITY OF ELYRIA

131 Court Street, Suite 101. Elyria, OH 44035-5511
440.326.1491

APPLICATION FILING FOR THE BOARD OF ZONING APPEALS

Please Note:

*If you are unsure on any item on this form, contact your Legal Counsel for assistance.
The City of Elyria and the Board of Zoning Appeals cannot advise you on legal matters.*

REQUIREMENTS:

1. Completed Application Form
2. Completed Authorization for Access
3. Submit the following:
 - a. Plot Plan drawn to scale showing,
 - b. Lot dimensions,
 - c. Location and dimensions of all existing buildings,
 - d. Distances between buildings and between buildings and property lines,
 - e. Driveway location and dimensions,
 - f. Proposed construction shown,
 - g. Elevations of proposed construction. (if applicable)
4. Written responses (please answer clearly and concisely) to each of the factors used to determine practical difficulty.
5. Application fee of \$100.00 (payable to the City of Elyria)
6. **Return this application and the denial letter to the Building Department or by email at cityplanner@cityofelyria.org, which at that time you will be informed of the next hearing date of the Board of Zoning Appeals.**

ADDITIONAL INFORMATION THAT MAY BE SUBMITTED, BUT NOT REQUIRED:

1. Photographs of the property and the area affected by the variance,
2. Signatures of neighbors stating they understand the request and have no objections,
3. Examples of similar structures in the neighborhood.

APPLICATION FORM
City of Elyria - Board of Zoning Appeals

Please Note:

Applicant must be the owner of record of the subject property in this request or the applicant must submit written authorization from the legal property owner at the time application is submitted.

OWNER / AUTHORIZED APPLICANT MUST APPEAR AT THE BOARD MEETING.

Applicant's Name: _____

Company Name: _____

Address: _____

Telephone: _____

Email address: _____

Property Owner's Name: _____

Address: _____

Telephone: _____

Email Address: _____

LOCATION OF PROPERTY

Property Address: _____

Permanent Parcel Number: _____ Zoning District: _____

REQUEST

Code Section(s) _____

Specific Details of Variance Request: _____

Applicant's Signature: _____ Date: _____

AUTHORIZATION FOR PROPERTY ACCESS

By signing this form, I authorize members of the City's Zoning Department and Board of Zoning Board Appeals access to the subject property for the limited purposes of photographing and/or viewing the area affected by the variance requested in this application and verification of project dimensions.

Signature: _____ Date: _____

Any dog(s) on the property? _____ YES _____ NO

Please Print or Type:

Applicant / Agent Name: _____

Property Address: _____

Property Address: _____

Ten Digit Daytime Phone Number: _____

3. Whether the variance is substantial and is the minimum necessary to make possible the reasonable use of the land or structures.

4. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer substantial detriment as a result of the variance.

5. Whether the variance would adversely affect the delivery of governmental services such as water, sewer, and trash pickup.

6. Whether the property owner purchased the property with knowledge of the zoning restrictions.

7. Whether special conditions or circumstances exist as a result of actions of the owner.

8. Whether the property owner's predicament feasibly can be obviated through some method other than a variance.

9. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting a variance.

10. Whether the granting of the variance requested will confer on the applicant any special privilege that is denied by this regulations to other lands, structures, or buildings in the same district.

11. The variance sought is the minimum, which will afford relief to the applicant.

An applicant who seeks a variance of a particular zoning requirement has the burden of establishing that the strict and literal enforcement of the zoning regulation is unreasonable when applied to the particular piece of property in question. It is up to the applicant to present the case as thoroughly and completely as possible.

THE APPLICANT HAS THE BURDEN OF PROOF.
The Board of Zoning Appeals may not prove the case for you.