



CITY OF PARMA HEIGHTS
DEPARTMENT OF PUBLIC SERVICE

APPLICATION FOR BOARD OF ZONING APPEALS
RESIDENTIAL

The undersigned hereby makes application to the Board of Zoning Appeals of the City of Parma Heights, Cuyahoga County, Ohio for the purpose of:

- Requesting variance in a manner which does not conform to existing ordinances.
Other (Please Specify)

- 1. Application must be made to the Board of Zoning Appeals within 30 days from the date of any refusal in writing from the building inspector to issue a permit.
2. Concurrent with the filing of this request, the applicant will present to the City of Parma Heights such drawings and legal descriptions as necessary to complete an accurate understanding of the subject at hand. Said drawing and / or written material will not be returned to the application, but shall become the property of the City of Parma Heights, and part of the application. Ten copies are required.
3. The applicant shall appear on their own behalf or be represented by counsel or agent at the public hearing before the Board.
4. A clear and concise statement of the applicant's position of contention must accompany this application.
5. The applicant shall indicate in writing whether or not the applicant is acting as an individual or as a representative of other interest, of which the applicant may or may not be a member. In the latter case, the name address and phone number of the represented parties as well as those of the person signing the application
6. A check made out to the City of Parma Heights in the amount of \$75.00 or exact cash.
7. Application and site plan must be received by NOON at City Hall, 14 days before the next scheduled board meeting.

APPLICANT

Name:
Address:
Phone:
Email:

REPRESENTING

Name:
Address:
Phone:
Email:



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Residential Submittal Requirements

Property Information	
1. Location of the Property	
2. Project Name/Type	
3. Parcel Number	

Property Owner's Information	
4. Property Owner Name	
5. Property Owner Address	
6. Property Owner Number	
7. Property Owner Email	

Applicant's Information	
8. Name/Firm	
9. Address	
10. Number	
11. Email	

*Not required if applicant information is the same as the property owner

12. Describe briefly your request

13. Size in Square Feet

- New Construction _____ square feet
- Building Addition _____ square feet
- Other _____ square feet



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Site Plans

14. Ten (10) copies of preliminary site plan or drawings specifying your project must be submitted to the Building Department.

Site plans must include the following:

- Lot Size
Building Location(s) (garage/home)
Building Dimensions
Building Height
Setbacks
Location of parking spaces- driveway
Size of parking spaces and number of spaces
Ingress and egress, curb cuts
Landscaping
Site photos

Application Fee

15. All appropriate fees and plans shall be submitted with application. Fees are not refundable. Any alteration to the original proposal will, at the discretion of the Director of Public Service, be considered a new proposal and will be charged accordingly. All request tabled by the Board must be submitted within 60 days to avoid another application fee.

\$75.00 application fee

Applicant's Initials

Acknowledgement & Signature

In the case the property owner is not the applicant and will not be present at the meeting, the applicant shall submit in writing, a statement from the property owner acknowledging this request and authorizing the applicant to make such request before the Board.

Applicant's Initials

It is the applicant's responsibility to review and comply with all mandates of the Parma Heights Codified Ordinances relative to this application request. Parma Heights Codified Ordinances can be found on the City's website at www.parmaheightsoh.gov.

Board of Zoning Appeals meeting are held on the third Monday of each month at 6:00 PM. Schedule and submission dates can be found on the City's website at www.parmaheightsoh.gov.

Signature of Applicant: Date

BZA Meeting Date: Submission Deadline: Received:



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Example of a Site Plan

? = Indicate Dimensions on Site Plan

