

# The City of Mayfield Heights

## Board of Zoning Appeals

## Board of Housing Appeals



## *Application and Submittal Requirements*

### ***MEMBERS:***

*FRED KRAMER, CHAIRMAN*

*MATT METYK,  
VICE-CHAIRMAN*

*JOE BRUNELLO, MEMBER*

*GIUSEPPE DI IULIO, MEMBER*

*SUSAN SABETTA,  
COUNCIL REPRESENTATIVE*

*CHARLES LAZZARO,  
ALTERNATE MEMBER*

*MONICA FERRANTE,  
EXECUTIVE SECRETARY*

Any person believing that his or her property qualifies for a variance from the regulations of the Zoning Code, for the district in which such property is located, may apply to the Board for a variance pursuant to Chapter 1155 of the Codified Ordinances of the City of Mayfield Heights.

An appeal from a decision of the Director of Building may be made to the Board of Zoning Appeals by any person aggrieved or affected by such decision, provided that such appeal is made within *ten days* after the rendering of the decision.

The Board of Zoning Appeals shall also serve as the Board of Housing Appeals and its powers and duties and the procedures for appeal shall be as provided in Chapter 1155 of the Planning and Zoning Code.

An owner or agent shall have the right to appeal a point of sale inspection by giving notice to the Board of Zoning Appeals, sitting as the Board of Housing Appeals, pursuant to Sections 1155.06 and 1383.09 of the Codified Ordinances, by giving notice to the Building Department within *twenty days* of being notified of the same.

## **MEETING FORMAT, RULES & REGULATIONS**

Regular meetings of the Board of Zoning Appeals are scheduled for the Tuesday after the second Monday (first council meeting of the month), at 7:00 p.m. in the City Hall Council Chambers. All meetings of the Board shall be open to the public.

All adjacent property owners will be notified by mail of the request and the place, date and time of the meeting.

***Please be advised*** that the Board will hear all the cases listed on the agenda before decisions are rendered on individual cases. That is. . . the first case will be heard, then the second case will be heard, etc. After all cases are heard, the first case will be voted on, then, the second case will be voted on, etc.

## **FINAL ACTION BY COUNCIL**

No decision of the Board shall be effective or final until Council has taken action by resolution. Council may modify or reverse the decision of the Board by a vote of five of the seven elected members of Council. Your case will automatically be placed upon the agenda for the next scheduled Council meeting. Your presence is recommended at the Council meeting. Any comments you wish to make at the Council meeting may be done during the "Comments from the Public" portion of the meeting.

## **EFFECTIVE PERIOD OF PERMITS**

All permits approved by the Board of Zoning Appeals for exceptions and variances from the provisions of this Zoning Code shall be void after six months from the date of such approval or from the date of approval by the Architectural Board of Review (if applicable), unless, in the case of new construction, work has been done above the foundation walls, and unless, in cases of occupancy of land or reconstruction or occupancy of building, the operation called for by the permit is well underway by the end of such six-month period.

## SUBMITTAL REQUIREMENTS

- If an applicant is not the owner of the property, then a written authorization from such owner, indicating that the applicant is authorized to appear on such owner's behalf, must be submitted in order for such application to be considered.
- Applications shall be typed or printed in ink, FILLED OUT COMPLETELY, and filed with the Secretary of the Board of Zoning Appeals at least fourteen (14) days prior to a scheduled meeting.
- Applications shall be accompanied by a filing fee as follows:
 

<b>Cash or check payable to The City of Mayfield Heights</b>	
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  - Class U-1 and Class U-2 Districts (residential) .....\$25.00
  - All other Classifications .....\$100.00
- Application shall be accompanied by fifteen (15) copies of a site plan, drawings and/or a summary which best describe your variance request.

## MEETING DATES AND DEADLINES

<i><b>MEETING DATE TUESDAY AFTER THE 2<sup>ND</sup> MONDAY 7:00 P.M.</b></i>	<i><b>SUBMISSION DEADLINE TWO WEEKS 5:00 P.M.</b></i>	<i><b>COUNCIL MEETING 4<sup>TH</sup> MONDAY 7:00 P.M.</b></i>
January 11, 2022	December 28, 2021	January 24, 2022
February 15, 2022	February 1, 2022	February 28, 2022
March 15, 2022	March 1, 2022	March 28, 2022
April 12, 2022	March 29, 2022	April 25, 2022
May 10, 2022	April 26, 2022	May 23, 2022
June 14, 2022	May 31, 2022	June 27, 2022
<b>JULY</b>	<b>SUMMER RECESS</b>	
<b>AUGUST</b>	<b>SUMMER RECESS</b>	
September 13, 2022	August 30, 2022	September 26, 2022
October 11, 2022	September 27, 2022	October 24, 2022
November 15, 2022	November 1, 2022	November 28, 2022
December 13, 2022	November 29, 2022	To be determined.

All meetings are held in the City Hall Council Chambers.

Any questions regarding your variance request submittal may be directed to the Secretary of the Board of Zoning Appeals: Monica Ferrante, at (440) 442-2626, Ext. 210 or [monicaferrante@mayfieldheights.org](mailto:monicaferrante@mayfieldheights.org)



**THE CITY OF MAYFIELD HEIGHTS  
BOARD OF ZONING APPEALS**

6154 Mayfield Road  
Mayfield Heights, OH 44124  
Phone: 440-442-2626, Ext. 210 ~ Fax: 440-442-7662

**REQUEST TO APPEAR**

<b>PROPERTY ADDRESS:</b>	
<b>JOB NAME</b> (for commercial property):	
<b>PERMANENT PARCEL NO(S):</b>	<b>APPLICANT'S NAME:</b>
<b>PROPERTY OWNERS NAME:</b>	<b>APPLICANT'S COMPANY NAME:</b>
<b>PROPERTY OWNER'S ADDRESS:</b>	<b>APPLICANT'S ADDRESS:</b>
<b>CITY, STATE, ZIP:</b>	<b>CITY, STATE, ZIP:</b>
<b>PROPERTY OWNER'S PHONE NO.:</b>	<b>APPLICANT'S PHONE NO.:</b>
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>	<b>APPLICANT'S EMAIL ADDRESS:</b>

TYPE OF VARIANCE OR APPEAL REQUESTED (BE SPECIFIC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASONS FOR NEED OF VARIANCE OR APPEAL (BE SPECIFIC)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the property owner ever requested a variance from the Board of Zoning Appeals for this location? \_\_\_\_\_

Do you know of any variances that have been granted to this property? \_\_\_\_\_

If yes, when? \_\_\_\_\_ What variance was granted? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*APPLICANT, OR REPRESENTATIVE, MUST BE PRESENT AT THE MEETING.

\_\_\_\_\_  
Signature of Applicant Date

***This form must be filed with the Secretary of the Board at least fourteen (14) days prior to the meeting date.***

<b>DATE OF HEARING:</b>	<b>APPEAL NO:</b>
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