

The City of Mayfield Heights

Board of Zoning Appeals

Board of Housing Appeals



Application and Submittal Requirements

MEMBERS:

FRED KRAMER, CHAIRMAN

*GIUSEPPE DIIULIO,
VICE-CHAIRMAN*

MICHAEL WAGNER, MEMBER

*SUSAN SABETTA,
COUNCIL REPRESENTATIVE*

MATT METYK, MEMBER

*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:

Class U-1 and Class U-2 Districts (residential)	\$25.00
All other Classifications	\$100.00

Cash or check payable to The City of Mayfield Heights
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- 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>MEETING DATE TUESDAY AFTER THE 2ND MONDAY 7:00 P.M.</i>	<i>SUBMISSION DEADLINE TWO WEEKS 5:00 P.M.</i>	<i>COUNCIL MEETING 4TH MONDAY 7:00 P.M.</i>
January 12, 2021	December 29, 2020	January 25, 2021
February 9, 2021	January 26, 2021	February 22, 2021
March 9, 2021	February 23, 2021	March 22, 2021
April 13, 2021	March 30, 2021	April 26, 2021
May 11, 2021	April 27, 2021	May 24, 2021
June 15, 2021	June 1, 2021	June 28, 2021
JULY	SUMMER RECESS	
AUGUST	SUMMER RECESS	
September 14, 2021	August 31, 2021	September 27, 2021
October 12, 2021	September 28, 2021	October 25, 2021
November 9, 2021	October 26, 2021	November 22, 2021
December 14, 2021	November 30, 2021	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



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

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

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.

DATE OF HEARING:	APPEAL NO:
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