



**CITY OF RICHMOND HEIGHTS
REQUEST TO APPEAR BEFORE THE ZONING BOARD OF APPEALS**

Applicant or Agent _____

Address _____

Phone _____

Nature of request _____

Location _____

Property owner _____

Address _____

Phone _____

Present Zoning Classification _____

Signature _____ Date _____

SEE PAGE 2 FOR ADDITIONAL APPLICATION REQUIREMENTS

FOR OFFICE USE ONLY	
Date application received	_____
Case No.	_____

**Department of Building, Zoning and Housing
26789 Highland Road
Richmond Heights, Ohio 44143
Ph.: (216) 383-6312 • Fax: (216) 383-6320**

SUPPORTING INFORMATION
(To be submitted with application)

1. Site plan depicting the following:
 - a. Property lines and dimensions
 - b. Location of main and accessory structures, including property line setbacks
 - c. Location of variance or request for special approval

2. A written statement describing the nature or reason for the request for the variance. The statement must address and/or demonstrate the following issues in details:
 - a. That the literal application of the code has resulted in an undue hardship
 - b. That unique or exceptional circumstances or conditions exist and apply to the property involved
 - c. That the issue cannot be resolved by any other means or remedy
 - d. That the granting of a variance will not be injurious to the property or improvements in the neighborhood
 - e. That the granting of a variance will not be contrary to the purpose or intent of the Zoning Code

3. Eight (8) copies of the application and supporting information shall be submitted to the Commissioner of Building, Zoning and Housing a minimum of twenty-one (21) days prior to the meeting date

4. Application fees:
 - a. Residential R-1, R-2 and R-3 zoned districts: \$100.00
 - b. All other districts: \$200.00
 - c. Administrative Review (if required): \$25.00

THE ZONING BOARD OF APPEALS MEETS AT 7:30 PM ON THE FIRST WEDNESDAY OF EACH MONTH IN THE CAUCUS ROOM OF RICHMOND HEIGHTS CITY HALL, LOCATED AT 26789 HIGHLAND ROAD IN RICHMOND HEIGHTS. MEETING DATES ARE SUBJECT TO CHANGE. CONTACT THE DEPARTMENT OF BUILDING, ZONING AND HOUSING FOR UPDATES AT (216) 383-6312.

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