

CLEVELAND TOWNSHIP

ZONING BOARD OF APPEALS APPLICATION

Applicant:

Owner (if different than Applicant)

Name _____
Address _____
City _____
Phone # _____
Email _____

Name _____
Address _____
City _____
Phone # _____
Email _____

Location:

Address _____

Tax ID # _____

1. Nature of Application – What are you specifically requesting?

Please summarize your question or problem and reference the specific section(s) of the Zoning Ordinance that are involved.

2. Effect of Request on Applicant.

3. Effect of Request on Other Properties.

4. Drawings.

A drawing(s) indicating the following information shall also be attached to the application and should be in scale:

- a. A drawing of the subject site, lot, etc. with property line dimensions;
- b. The size and location of existing buildings and specific uses on the site;
- c. The size and location of any proposed buildings and/or uses on the site;
- d. Existing buildings and/or uses on adjacent properties;
- e. Existing and proposed setbacks to buildings on the subject site and to buildings on adjacent parcels along any common property lines;

- f. In the case of side yard and road set back variance requests, the Applicant may be asked to provide a current staked survey and survey drawings showing property boundaries and location of structures relevant to the request.

5. Acknowledgement and Certification

It is hereby acknowledged that the Applicant(s) has fully read and completed the above application. It is also understood that any approval of the Zoning Board of Appeals (ZBA) involving site improvement use and/or construction does not relieve the Applicant from obtaining other applicable permits and authorizations.

Applicant(s)

Signature Date _____

Signature Date _____

Signature of Owner, if different than Applicant(s)

_____ Date _____

General Requirements:

The Zoning Board of Appeals (ZBA) is created to offer reviews and decisions when an interpretation of the Zoning Ordinance or zoning district boundary is questioned, when an order or decision of an administrative official or body is questioned, when the Zoning Ordinance empowers the ZBA to hear specific uses, or when a variance from the strict interpretation of the Ordinance is sought to avoid specific hardship. A hardship must involve a unique situation rather than one which represents a minor inconvenience. The ZBA is not a legislative body, it does not have the power to rezone or change uses. Any decision of the ZBA must comply with basic spirit (intent) of the Ordinance while maintaining the public health, safety and welfare of the area and the community at large. If your request represents a significant change from the established intent, than an amendment to the Zoning Ordinance may be the property solution.

In order to expedite your request, it is required that you submit certain basic information to allow ZBA members the opportunity to properly understand and consider the request. When providing the required information, you may attach additional supplemental information if you feel it will be useful.

Processing Procedure:

1. Upon completion of the information and submission of the application and related materials and/or exhibits, you will be scheduled to appear before the ZBA. This hearing will only be scheduled when it is found that your application is complete and all necessary information is included. Incomplete applications will be returned and unnecessary delays will be encountered.
2. At the public hearing the ZBA may take the following actions:
 - a. Approve the request subject to the terms and conditions set forth on the application.
 - b. Approve the request subject to amended and/or additional terms and conditions they feel are reasonable and appropriate to maintain the public health, safety and welfare. This may also include financial or other guarantees that will ensure your compliance with the stated terms of approval.
 - c. Deny the request as not being in the public interest and as being contrary to the basic spirit and intent of the Zoning Ordinance.
 - d. Table the request pending clarification of any additional problems or questions which may arise as a result of the public hearing.

Date and Time of Application Receipt: _____

Received by: _____

Fee Received: _____

Amount: _____

Date: _____

Receipt # _____