



25325 Fairmount Blvd. • Beachwood, Ohio 44122

Phone (216)292-1914 • Fax (216)292-1917

Email: Building@beachwoodohio.com

PLANNING & ZONING APPLICATION

Form must be completed or will not be processed

APPLICATION DATE: _____

OWNER OF BUILDING: _____ PHONE: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

APPLICANT: _____ PHONE: _____

COMPANY OR FIRM: _____

EMAIL: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PRESENTER(S) TO APPEAR AT THE P&Z MEETING (include name & email address):

DESCRIPTION OF THE PROPERTY:

ADDRESS: _____ SUITE # _____

TENANT NAME: _____

PERMANENT PARCEL # _____ - _____ - _____ PRESENT USE: _____ PROPOSED USE: _____

PURPOSE OF APPLICATION: _____

NATURE OF THE REQUEST (check as many as apply):

- ☐ Preliminary site plan approval
- ☐ Final site plan approval
- ☐ Lot split
- ☐ Lot consolidation
- ☐ Conditional use permit
- ☐ Rezoning
- ☐ Zoning text amendment
- ☐ Other _____
- ☐ Request for a variance.

Must provide a "Box Score" indicating permitted area, distance, etc. and requested area, distance, etc. with application.
Please explain reason for variance (**must indicate a hardship**):

Are there any special issues regarding this application that should be brought to the attention of the Planning Commission and Staff? If so, please explain. _____

***** CONTINUED ON NEXT PAGE *****

- Attach site plan of the proposed development with details such as square footage, height, purpose.
- Attach an aerial photo depicting the property and surrounding area (these are available online via County Auditor's GIS website or Google Earth).
- Attach copy of the Auditor's Report from the Cuyahoga County website indicating the real estate taxes for the property have been paid on a current basis.
- Any Planning & Zoning application which requires Council approval must have a representative attend the scheduled Council meeting.

***IMPORTANT NOTE: The City of Beachwood will never request wire transfers via email. Any fees or approvals will only be communicated through official city channels.**

A cash fee in the amount set forth in the following schedule shall be submitted in addition to the filing fee listed in subsection (a) hereof, at the time of application to the Planning and Zoning Commission and/or Council:

	<u>Zoning District</u>	<u>Fee</u>
(1)	U-1, A-1 / U-1, A-2 / U-2 / U-2A / Variances Includes all applications to the Planning Commission and/or Council except applications for lot splits and/or consolidations plats, easement applications, and any application required to be recorded with the County Recorder's Office.	\$300.00
(2)	All other Zoning Districts for site development plan review (new building/addition)	\$5,000.00
(3)	All lot split and/or consolidation plats, easements, and any application required to be recorded with the County Recorder's Office	\$1,500.00
(4)	For all Zoning Districts, excepting U-1, A-1/U-1, A-2/U-2/ and U-2A, all other applications, including, but not limited to: special use permits, conditional use permits, variances, text amendments, or similar or harmonious use	\$750.00
(5)	Map Amendment	\$2,500.00

 SIGNATURE

 PRINTED NAME

 DATE

*****OFFICE USE ONLY*****

PLANNING & ZONING COMMISSION - P&Z No. MEETING DATE:

FEE:	RECEIPT #	AMOUNT \$	DATE PAID
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Preliminary Approval: _____ Date _____

Recommendation to Council: ☐ YES ☐ NO Meeting Date:

Important Warning: Scam Targets Planning Commission Applicants

The City of Beachwood would like to alert residents to a scam targeting individuals involved in local government planning processes. This warning comes in light of a scam that recently affected several Beachwood Planning and Zoning applicants, and we want to ensure other applicants do not become victims.

What Happened?

An individual seeking variance through the City of Beachwood Planning and Zoning Commission received fraudulent emails requesting additional payments. These emails appeared to come from a Beachwood employee, using a display name like “**Planning and Zoning Commission**”—but the emails were not legitimate.

Instead of a real city email address (which would look like jane.doe@Beachwoodohio.com), the scam messages were sent from Planning.CityofBeachwood.com@usa.com, a clear red flag, as this domain is not affiliated with the City of Beachwood. Fortunately, the targeted resident did not send money. They followed their instincts and called the Planning and Zoning Commission using trusted contact information, an important reminder for all of us.

How Were the Victims Chosen?

Scammers likely used publicly available information from the City of Beachwood’s website to identify potential targets. This was not a hack or a data breach—it was a **case of social engineering** using information posted online as part of public records.

How to Protect Yourself

While this incident took place in Beachwood, similar scams have been identified in Northeast Ohio (Solon, North Royalton, and others) and around the country.

Here's how you can stay safe:

- **Always verify email addresses:** Official City of Beachwood email addresses will use the domain **@beachwoodohio.com**. If you receive an unexpected email requesting payment or personal information, double-check the address carefully.
- **Be suspicious of unexpected payment requests:** No city department will ask for additional fees via email without prior official communication.
- **Contact the City directly:** If in doubt, call City Hall or the department in question using verified contact information found on the City of Beachwood’s official website.
- **Watch for suspicious email domains:** Addresses like “@usa.com,” “@gmail.com,” or anything outside the official city domain are a red flag.

City of Beachwood’s Commitment to Your Privacy

While public records laws require certain information to be available, the City of Beachwood is reviewing what data is necessary to share publicly and how best to protect your personal information.

We are committed to safeguarding your trust and your information. Your awareness is a critical part of that process.

If you believe you've been targeted by a scam or have received a suspicious message, please report it to the Beachwood Police Department or the appropriate city department immediately.