



City of Brunswick

4095 Center Road

Brunswick, OH 44212

Board of Zoning Appeals

Residential Application

The Board of Zoning Appeals shall have powers to hear and determine appeals from refusal of the Building and Zoning Permits and to permit exceptions to and variations from the Zoning Regulations in individual cases as may be required to afford justice and avoid unreasonable hardship to property owners in accordance with standards established by ordinance of Council and such other powers as are now or may hereafter be conferred upon it by laws of Ohio or by ordinance of Council. (Section 6.04b)

PROCEDURE:

The Board shall hear and determine all appeals from any decision or action of the Building and/or Zoning Inspector and/or the Planning Commission in the administration or enforcement of the City Zoning Code. The Board shall hear and determine all appeals resulting from the refusal of the Building and/or Zoning Inspector and/or the Planning Commission, because of anything contained in the Zoning Code to issue zoning certificates.

1. The fee for applications to the Board of Zoning Appeals is \$100 for a residential use. An additional administrative fee will be incurred if the applicant requests to table or continue the application. Check is made payable to the "City of Brunswick."
2. Include (9) sets of drawings, pictures, or any other documentation needed to explain your appeals application.
3. Pages 1 and 2 of the Brunswick Board of Zoning Appeals application must be completed in entirety with owner's signature.
4. All appeals documentation shall be submitted within twenty (20) days prior to the BZA meeting date following any action taken by the Building and/or Zoning Inspector, and/or the Planning Commission.
5. The Board of Zoning Appeals meets on the third Monday of the month, unless otherwise noted, at Brunswick Municipal Center, 4095 Center Road. All meetings are open to the public.
6. Applicant must be prepared to answer all questions, be able to make decisions regarding the application, and have the authority to agree to changes to the requested variance.

Information you may want to review for the Board of Zoning Appeals:

- Why is the variance you are seeking beneficial?
- Did you have your property surveyed by a professional survey company?
- Does your HOA need to approve your request; if so, do you have an approval letter?
- Do your neighbors support or oppose your request for a variance?
- Do you have a copy of your topographical map?
- Will this impact your neighbors?
- Do you have a site plan, photos, and graphics to visually show the Board of Zoning Appeals?
- Do you have specific dimensions of the site, structure, property lines, etc.?
- What is the objective for the outcome of your request?
- Are you working with an engineer or architect?
- How large of an area are you asking for a variance?
- Bring enough supporting evidence related to your request?

PUBLIC NOTICE:

1. Ten (10) days before the hearing, public notice shall be given in the Medina County Gazette and City of Brunswick website.
2. At least (10) days before the hearing, written notice, by certified mail, shall be given to the property owners within:
 - a) 200 feet from the parcel for which an area variance is requested; or
 - b) 500 feet from the parcel for which a use variance is requested
3. An invoice for the certified postage costs will be mailed to the applicant. Costs must be paid prior to the date of the hearing.

Please Note: For further clarification of the above items, please refer to the City of Brunswick Codified Ordinances, Section 6.04 and Chapters 1216.06 and 1246 of the Planning and Zoning Code.

By signing the application, the applicant/owner agrees to permit Board of Zoning Board Members, their representatives and City of Brunswick employees the right to travel on the property pertaining to the application for the purpose of inspection for the variance being requested.

The following application must be filled out to its entirety.

Case No. _____

Application Fee: _____

Receipt No. _____

BOARD OF ZONING APPEALS RESIDENTIAL APPLICATION

NAME OF OWNER: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

PARCEL NO: _____

OWNER/APPLICANT PHONE NUMBER/E-MAIL ADDRESS: _____

PROPERTY ADDRESS: _____

APPEAL FROM:

_____	Decision or Actions of Zoning Inspector
_____	Zoning Inspectors Refusal to Issue Zoning Certificate
_____	Planning Commission Actions on Conditional Zoning Certificate

PRESENT ZONING: _____

STATE REASONS OR CONDITIONS FOR THE APPEAL: _____

APPLICANT'S SIGNATURE (REQUIRED) _____

DATE _____

OWNER'S SIGNATURE (REQUIRED) _____

DATE _____

IF APPEAL IS GRANTED, AN APPLICATION RE-SUBMITTAL IS REQUIRED FOR PERMIT

HEARING DATE: _____

VOTE, DECISION OF BOARD: _____

SECRETARY _____

CHAIRMAN OF BOARD _____

Under each of the following criteria, as required per Section 6.04 of the Codified Ordinance of the City of Brunswick, please provide an explanation to the following:

- A. The strict application of the provisions of the City Zoning Code would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of said Zoning Code (state what practical difficulties or hardships would occur if the Code were strictly enforced).

- B. There are exceptional or extraordinary circumstances or conditions applying to the property involved or to the intended use or development of the property, that do not apply generally to other properties or uses in the same zoning district or neighborhood. (state why the property is to be used differently or why this property should have a different use).

- C. The granting of such variance will not be of substantial detriment to the public interest or to property or improvements in such districts in which the variance is sought, and will not materially impair the purpose of the City Zoning Code. (state why the use would not harm or detract from the purpose of the Zoning Code).

The Codified Ordinance of City of Brunswick, Section 1216.06 requires an application fee for residential, commercial and industrial use. In addition, all applicants shall pay the actual postage for mailed notices as required by Section 6.04(d) (2) of the Charter.

****IT IS ADVISED THAT A DECISION-MAKING PARTY BE PRESENT****

IF THE APPLICATION IS TABLED OR CONTINUED AT THE APPLICANT'S REQUEST, THE APPLICANT UNDERSTANDS AND AGREES THAT THE APPLICANT WILL BE RESPONSIBLE FOR AN ADDITIONAL ADMINISTRATIVE CHARGE OF \$50 FOR A RESIDENTIAL APPLICATION AND SHALL BE RESPONSIBLE FOR PUBLIC NOTICE.

APPLICANT SIGNATURE (REQUIRED)

DATE

OWNER SIGNATURE (REQUIRED)

DATE

IF ENTITY, NAME OF BUSINESS

DATE

SIGNATOR'S TITLE

DATE