

City Of Brook Park
Board of Zoning Appeals
Instruction Sheet for Appellants

PROCEDURE REQUIREMENTS

ZONING DEPARTMENT:

The Board of Zoning Appeals regularly scheduled meetings are held the first Monday of the month at 7:00 p.m.

Meetings are held in the Brook Park Council Chambers at 6161 Engle Road.

SUBMISSION REQUIREMENTS:

A filing fee of Twenty-five Dollars (\$25.00) shall accompany all applications.

All applications shall be in writing and filed with the Secretary for placement on the meeting agenda at least ten (10) working days prior to meeting date by the appellant.

All applications shall contain a concise description of the specific variance requested and the reasons why they should be granted.

Appellants for a variance in a residential zone must present a plot plan drawn to scale showing the location of structures on subject property, property lines, street right of way and location of the buildings on contiguous property.

Appellants for a variance in all zoned area except residential, shall provide the Board of Zoning Appeals with ten (10) copies of the information listed above which shall be filed with the application.

Plot plan (showing street right-of-way and surrounding properties within five hundred (500) feet, blueprints, drawings or exhibits are necessary. Ten (10) copies of the same must be filed with the application. The Secretary of the Board of Zoning Appeals shall have the right to refuse an application unless all exhibits and/or sketches are complete in all details that are pertinent to the request.

The Board of Zoning Appeals will hear no applications for variances unless the appellant complies with the above conditions.

All hearings on applications before the Board of Zoning Appeals shall be public hearings and all appellants, contiguous property owners and interested parties (within 200 feet) will be notified of the place, date and time, by certified mail, as provided in Section 1121.20c) of the Brook Park Codified Ordinances.

It shall be the obligation of the appellant to bring all necessary witnesses, exhibits and evidence, and present it to the Board at the time of the scheduled hearing. The burden of proof is upon the appellant.

Failure of the appellant to appear at the scheduled hearing may result in dismissal of the application for the variance.

Any and all members of the Board shall have the right to question the appellant and all parties testifying either for or against the variance requested.

**REQUEST FOR HEARING
BOARD OF ZONING APPEALS**

(Please print or type)

1. Owner/Appellant: _____ Date _____

2. Address: _____ Zip Code _____

3. Location of Property: _____ Phone _____

4. Permanent Parcel No.: _____ Sub Lot No. _____

5. Agent, if any (Name): _____

6. Firm Name: _____ Phone _____

7. Address: _____

Zip Code _____

8. State reasons for need of variance (Please be specific):

9. Was a variance granted on this property previously? _____ When _____

FOR OFFICIAL USE ONLY

Fee Received

Reason for hearing, giving zoning and/or building code (s) from which variance is requested.
Specify amount of actual variance requested. Comments, if any.

Appellant has supplied all the pertinent information needed. _____

Appellant or his agent has been requested to attend hearing. _____

Signature _____ Date _____

Building Commissioner