



# Board of Zoning Appeals & Planning Commission

Failure to properly follow these requirements and submit a complete request by end of business on the deadline date may be cause for rejection until suitably complete. **(Documents LARGER than 11" x 17" will NOT be accepted)** Failure to appear at the scheduled meeting may result in dismissal of the request(s).

**ALL SUBMITTALS must be NO LARGER than 11" x 17" and include:**

- (1) Business Card from the Applicant *(If available)*
- Filing Fee *(See Application for Fee amounts)*
- 14 Pre-Assembled individual packets

Each packet MUST be separately stapled together and include:

- 1 copy of the completed Application
- 1 copy of each applicable document indicated next to the request selected on the Application *(Example: Plot Plan, Floor Plan, Elevation, Landscape & Signage details etc.)*

MEETING DATE	DEADLINE TO SUBMIT
January 9, 2017	December 21, 2016
February 6, 2017	January 20, 2017
March 6, 2017	February 16, 2017
April 3, 2017	March 17, 2017
May 1, 2017	April 14, 2017
June 5, 2017	May 18, 2017
July 10, 2017	June 22, 2017
August 7, 2017	July 21, 2017
September 11, 2017	August 24, 2017
October 2, 2017	September 15, 2017
November 6, 2017	October 20, 2017
December 4, 2017	November 15, 2017

**Meetings are held in the City Council Chambers at Brook Park City Hall (6161 Engle Rd)  
Board of Zoning Appeals 7:00pm / Planning Commission 7:15pm**

All hearings shall be public and applicants will be notified via mail of the request and date/time of the meeting. (Property owners located with-in the notification radius of Board of Zoning Appeals requests will receive notice of the public hearing).

Someone qualified to discuss the project MUST be present at the meeting. It shall be the obligation of the applicant to bring all necessary witnesses, exhibits and evidence to present; the burden of proof is upon the applicant. Any and all members of the Board shall have the right to questions the applicant and all parties testifying either for or against the variance request.



City of Brook Park – Application for  
**BOARD OF ZONING APPEALS VARIANCE(S)**

<b>TYPE</b>	<input type="checkbox"/> - RESIDENTIAL APPLICANT ( \$25 Filing Fee ) <input type="checkbox"/> - COMMERCIAL APPLICANT ( \$75 Filing Fee )
<b>PROPERTY DETAILS</b>	PROJECT ADDRESS: _____ PARCEL #: _____ BUSINESS NAME (IF APPLICABLE): _____ PROPERTY OWNER: _____ PHONE #: _____ ADDRESS: _____ (STREET ADDRESS) _____ (CITY) _____ (ZIP) EMAIL: _____
<b>APPLICANT</b>	AGENT: _____ CONTACT PERSON: _____ PHONE #: _____ <input type="checkbox"/> -Cell <input type="checkbox"/> -Office <input type="checkbox"/> -Fax      ALT. #: _____ <input type="checkbox"/> -Cell <input type="checkbox"/> -Office <input type="checkbox"/> -Fax ADDRESS: _____ (STREET ADDRESS) _____ (CITY) _____ (ZIP) EMAIL: _____
<b>PROJECT SUMMARY</b>	_____ _____ _____ _____
<b>VARIANCE REQUEST(S)</b>	<input type="checkbox"/> FENCE (INCLUDE: Plot Plan with fence location & length and existing fences clearly marked) <input type="checkbox"/> LOT LINE (INCLUDE: Plot Plan with side & rear lot line distances clearly marked) <input type="checkbox"/> SETBACK (INCLUDE: Plot Plan with setback distance clearly marked) <input type="checkbox"/> SIGNAGE (INCLUDE: Plot Plan & Elevation drawings with signage location & sizes clearly marked) <input type="checkbox"/> SQUARE FOOTAGE (INCLUDE: Plot Plan with structure dimensions, square footage & distance to side & rear lot line clearly marked) <input type="checkbox"/> SWIMMING POOL (INCLUDE: Plot Plan with pool dimensions, side & rear lot line distance & electrical location clearly marked) <input type="checkbox"/> OTHER _____
APPLICANT SIGNATURE: _____ <input type="checkbox"/> - Owner <input type="checkbox"/> - Agent      Date: _____	



City of Brook Park – Application for **PLANNING COMMISSION**

TYPE	<input type="checkbox"/> - RESIDENTIAL APPLICANT ( \$50 Filing Fee ) <input type="checkbox"/> - COMMERCIAL APPLICANT ( \$75 Filing Fee )
PROPERTY DETAILS	PROJECT ADDRESS: _____ PARCEL #: _____ BUSINESS NAME (IF APPLICABLE): _____ PROPERTY OWNER: _____ PHONE #: _____ ADDRESS: _____ (STREET ADDRESS) _____ (CITY) _____ (ZIP) EMAIL: _____
APPLICANT	AGENT: _____ CONTACT PERSON: _____ PHONE #: _____ <input type="checkbox"/> -Cell <input type="checkbox"/> -Office <input type="checkbox"/> -Fax      ALT. #: _____ <input type="checkbox"/> -Cell <input type="checkbox"/> -Office <input type="checkbox"/> -Fax ADDRESS: _____ (STREET ADDRESS) _____ (CITY) _____ (ZIP) EMAIL: _____
PROJECT SUMMARY	_____ _____ _____ _____ _____
PLANNING REQUEST(S)	<input type="checkbox"/> AESTHETIC/PROJECT APPROVAL <i>(Include: Plot Plan, Current &amp; Proposed Elevation, Landscape &amp; Signage details, Floor Plan, Detailed Business Plan)</i> <input type="checkbox"/> CONDITIONAL USE PERMIT <i>(Include: Plot Plan, Current &amp; Proposed Elevation, Landscape &amp; Signage details, Floor Plan, Detailed Business Plan)</i> <input type="checkbox"/> REZONING <i>(Include: Plot Plan, Legal Description, Detailed Business Plan)</i> <input type="checkbox"/> LOT SPLIT <input type="checkbox"/> LOT CONSOLIDATION <i>(Include: Plot Plan, Lot split/consolidation Plat, Legal Description, Mylar)</i> <input type="checkbox"/> TELECOMMUNICATION TOWER <i>(Include: Plot Plan, Elevation/Construction drawings, Structural calculations)</i> <input type="checkbox"/> BILLBOARD <i>(Include: Plot Plan, Elevation/Construction drawings)</i> <input type="checkbox"/> FRONT PORCH <i>(Include: Plot Plan with setback distance clearly marked, Elevation details &amp; Material list/photos)</i> <input type="checkbox"/> OTHER _____
APPLICANT SIGNATURE: _____ <input type="checkbox"/> - Owner <input type="checkbox"/> - Agent      Date: _____	