



Board of Zoning Appeals & Planning Commission

Failure to properly follow these requirements and/or submit a complete request to the Building Department Office, by end of business on the deadline date, may be cause for rejection until suitably complete.

<u>2019 MEETINGS</u>	<u>DEADLINE TO SUBMIT</u>
January 7, 2019	December 17, 2018
February 4, 2019	January 17, 2019
March 4, 2019	February 14, 2019
April 1, 2019	March 15, 2019
May 6, 2019	April 19, 2019
June 3, 2019	May 16, 2019
July 1, 2019	June 14, 2019
August 5, 2019	July 19, 2019
September 9, 2019	August 22, 2019
October 7, 2019	September 20, 2019
November 4, 2019	October 18, 2019
December 2, 2019	November 13, 2019

<u>2020 MEETINGS</u>	<u>DEADLINE TO SUBMIT</u>
January 6, 2020	December 16, 2019
February 3, 2020	January 17, 2020
March 2, 2020	February 14, 2020
April 6, 2020	March 20, 2020
May 4, 2020	April 17, 2020
June 1, 2020	May 14, 2020
July 6, 2020	June 18, 2020
August 3, 2020	July 17, 2020
September 14, 2020	August 27, 2020
October 5, 2020	September 18, 2020
November 2, 2020	October 16, 2020
December 7, 2020	November 18, 2020

MEETING(S) HELD IN CITY COUNCIL CHAMBERS

Located at 17400 Holland Road (Inside the John A. Polonye Community Center)

BOARD OF ZONING APPEALS - 7:00^{P.M.} **PLANNING COMMISSION** - Immediately following BZA

Someone qualified to discuss the project MUST be present at the meeting. All hearings shall be public. Applicants will be notified via certified & regular mail of the meeting date/time when their request will be heard. Failure to appear at the scheduled meeting may result in dismissal of the request(s). Property owners located with-in the notification radius for Board of Zoning Appeals request(s) will receive certified mail notice of the public hearing. 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/Commission shall have the right to question the applicant and all parties testifying either for or against the request(s).

EACH BZA and/or PC REQUEST MUST INCLUDE:

- **Filing Fee** (Checks payable to: City of Brook Park)
- **1 Business Card from the Applicant** (If applicable)
- **14 Individually Stapled packets that include** (Documents LARGER than 11" x 17" NOT accepted):
 - **Completed BZA or PC Application**
 - **Plot Plan of Property** (Must clearly mark all: Property dimensions, Front setback, All structure/pool dimensions & distance to rear/side property lines & all structures, Current and/or proposed fence locations & distances)
 - **Supporting documents* indicated on Application** (Example: Floor Plan, Elevation, Landscape, Signage)



Board of Zoning Appeals & Planning Commission

BOARD OF ZONING APPEALS (Variance) APPLICATION

TYPE	<input type="checkbox"/> - RESIDENTIAL APPLICANT (\$25 Filing Fee) <input type="checkbox"/> - COMMERCIAL APPLICANT (\$75 Filing Fee)
PROPERTY	PROJECT ADDRESS: _____ PARCEL #: _____ BUSINESS NAME (IF APPLICABLE): _____
APPLICANT / AGENT DETAILS	<input type="checkbox"/> - Property Owner to Attend Meeting <input type="checkbox"/> - Agent/Contact Person to Attend Meeting PROPERTY OWNER NAME(S): _____ PHONE # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office ALT # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office EMAIL: _____ ADDRESS: _____ <small>(STREET ADDRESS) (CITY) (ZIP)</small> AGENT/CONTACT PERSON NAME(S): _____ PHONE # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office ALT # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office EMAIL: _____ ADDRESS: _____ <small>(STREET ADDRESS) (CITY) (ZIP)</small>
PROJECT SUMMARY	_____ _____ _____ _____ _____ _____ _____
VARIANCE REQUEST(S)	<input type="checkbox"/> FENCE <input type="checkbox"/> SIDE LOT LINE <input type="checkbox"/> REAR LOT LINE <input type="checkbox"/> SETBACK <input type="checkbox"/> POOL <input type="checkbox"/> SQUARE FOOTAGE <input type="checkbox"/> SIGNAGE* <i>(Include: Elevation & Plot Plan drawing with signage location & size clearly marked)</i> <input type="checkbox"/> OTHER _____
APPLICANT SIGNATURE: _____ <input type="checkbox"/> Owner <input type="checkbox"/> Agent Date: _____	



Board of Zoning Appeals & Planning Commission

PLANNING COMMISSION APPLICATION

TYPE	<input type="checkbox"/> - RESIDENTIAL APPLICANT (\$50 Filing Fee) <input type="checkbox"/> - COMMERCIAL APPLICANT (\$75 Filing Fee)
PROPERTY	PROJECT ADDRESS: _____ PARCEL #: _____ BUSINESS NAME (IF APPLICABLE): _____
OWNER / AGENT DETAILS	<div style="text-align: center;"> <input type="checkbox"/> - Property Owner to Attend Meeting <input type="checkbox"/> - Agent/Contact Person to Attend Meeting </div> PROPERTY OWNER NAME(S): _____ PHONE # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office ALT # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office EMAIL: _____ ADDRESS: _____ <small style="display: flex; justify-content: space-between; width: 100%;"> (STREET ADDRESS) (CITY) (ZIP) </small> AGENT/CONTACT PERSON NAME(S): _____ PHONE # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office ALT # _____ <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Office EMAIL: _____ ADDRESS: _____ <small style="display: flex; justify-content: space-between; width: 100%;"> (STREET ADDRESS) (CITY) (ZIP) </small>
PROJECT SUMMARY	_____ _____ _____ _____
PLANNING REQUEST(S)	<input type="checkbox"/> AESTHETIC/PROJECT APPROVAL* <i>(Include: Current & Proposed Floor Plan, Elevation, Landscape & Signage details, Detailed Business Plan)</i> <input type="checkbox"/> CONDITIONAL USE PERMIT* <i>(Include: Current & Proposed Floor Plan, Elevation, Landscape & Signage details, Detailed Business Plan)</i> <input type="checkbox"/> RE-ZONE* <i>(Include: Legal Description, Detailed Business Plan)</i> <input type="checkbox"/> LOT SPLIT* <input type="checkbox"/> LOT CONSOLIDATION* <i>(Include: Lot split/consolidation Plat, Legal Description, Mylar)</i> <input type="checkbox"/> TELECOMMUNICATION TOWER* <i>(Include: Elevation/Construction drawings, Structural calculations)</i> <input type="checkbox"/> BILLBOARD* <i>(Include: Elevation/Construction drawings)</i> <input type="checkbox"/> FRONT PORCH* <i>(Include: Elevation, Size & Material details)</i> <input type="checkbox"/> OTHER _____
APPLICANT SIGNATURE: _____ <input type="checkbox"/> - Owner <input type="checkbox"/> - Agent Date: _____	