



## 2021 Board of Zoning Appeals & Planning Commission

Unless otherwise noted on the Agenda, all meetings are held in the City Council Chambers (located inside the John A. Polonye Community Center) and begin promptly at 7:00<sup>P.M.</sup>

MEETING DATE	DEADLINE TO APPLY
January 4, 2021	December 14, 2020
February 1, 2021	January 14, 2021
March 1, 2021	February 11, 2021
April 5, 2021	March 19, 2021
May 3, 2021	April 16, 2021
June 7, 2021	May 20, 2021
July 12, 2021	June 24, 2021
August 2, 2021	July 16, 2021
September 13, 2021	August 26, 2021
October 4, 2021	September 17, 2021
November 1, 2021	October 15, 2021
December 6, 2021	November 17, 2021

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.

### EACH BZA and/or PC REQUEST MUST INCLUDE:

*(Documents LARGER than 11" x 17" **NOT** accepted)*

- **Filing Fee** (*Checks payable to: City of Brook Park*)
- **1 Business Card from the Applicant** (*If applicable*)
- **14 collated & stapled packets that include:**
- **Completed BZA or PC Application**
  - **Completed Application** to attend Board of Zoning Appeals and/or Planning Commission
  - **Plot Plan of Property** (*Must mark all: Lot dimensions, Front setback, Structure & Fence locations with dimensions & distance to all property lines/structures.*)
  - **Supporting documents\* indicated on Application** (Ex: Floor Plan, Elevations, Landscape Etc.)

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).



## **BOARD OF ZONING APPEALS (Variance)**

The Board of Zoning and Building Appeals shall have the power, in specific cases, to vary the application of certain provisions of the Zoning Code in order that the public health, safety, morals, and general welfare may be safeguarded and substantial justice done.

RESIDENTIAL APPLICANT ( \$25 Filing Fee )

COMMERCIAL APPLICANT ( \$75 Filing Fee )

PROJECT ADDRESS \_\_\_\_\_ PARCEL # \_\_\_\_\_

BUSINESS NAME (If Applicable) \_\_\_\_\_

PROPERTY OWNER NAME(S) \_\_\_\_\_  Will Attend Meeting

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

AGENT/CONTACT PERSON NAME(S) \_\_\_\_\_  Will Attend Meeting

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

VARIANCE REQUEST  Fence  Pool  Setback  Side Lot Line  Rear Lot Line  Square Footage  
 Signage  Other \_\_\_\_\_

REQUEST SUMMARY \_\_\_\_\_

\_\_\_\_\_  Continued on Back

**REASONS FOR GRANTING A VARIANCE** The Board can grant a variance ONLY if you can establish your right to a variance by meeting ALL of the following criteria. The Board shall make a finding based on these four conditions as they apply in each individual case as a prerequisite for granting a variance.

1. How would the literal application of the provisions of the Code result in an unnecessary hardship peculiar to the property involved? Hardships cannot be based on conditions created by the owner. (A theoretical loss or limiting possibilities of economic advantages are general hardships, not unnecessary hardships.) \_\_\_\_\_

2. What other exceptional circumstances or conditions (such as topographical or geological conditions or types of adjoining developments) only applicable to the property involved or to the intended use of the property and not applicable to other properties within the same zone unless the same exceptional circumstances prevail exist? \_\_\_\_\_

3. Explain why a variance would not be materially detrimental to the public welfare or injurious to the property or improvements in the neighborhood in which the property is located or to the abutting property owners. \_\_\_\_\_

4. Explain why granting a variance would not be contrary to the general purpose, intent, and objectives of the Zoning Code and the planning program of the City. \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_  Owner  Agent      DATE \_\_\_\_\_



# 2021 PLANNING COMMISSION APPLICATION

RESIDENTIAL APPLICANT ( \$50 Filing Fee )

COMMERCIAL APPLICANT ( \$75 Filing Fee )

PROJECT ADDRESS \_\_\_\_\_ PARCEL # \_\_\_\_\_

BUSINESS NAME (If Applicable) \_\_\_\_\_

PROPERTY OWNER NAME(S) \_\_\_\_\_  Will Attend Meeting

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

AGENT/CONTACT PERSON NAME(S) \_\_\_\_\_  Will Attend Meeting

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## REQUESTING

Aesthetic/Project Approval *(Include: Current & Proposed Floor Plan, Elevation, Landscape & Signage details, Detailed Business Plan)*

Conditional Use Permit *(Include: Current & Proposed Floor Plan, Elevation, Landscape & Signage details, Detailed Business Plan)*

Re-Zone *(Include: Legal Description)*    Lot Split    Lot Consolidation *(Include: Lot split/consolidation Plat, Legal Description, Mylar)*

Telecommunication Tower *(Include: Elevation/Construction drawings, Structural calculations)*    Billboard *(Include: Elevation/Construction drawings)*

Front Porch *(Include: Elevation, Size & Material details)*    Other \_\_\_\_\_

REQUEST SUMMARY \_\_\_\_\_

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APPLICANT SIGNATURE \_\_\_\_\_  Owner    Agent   **Date** \_\_\_\_\_