



2026 BOARD OF ZONING APPEALS & PLANNING COMMISSION

Unless otherwise noted on the Agenda, meeting(s) begin promptly at 7:00^{P.M.}
in City Council Chambers (17400 Holland Road - Inside John A. Polonye Community Center)

SUBMITTAL DEADLINE FOR MEETING DATE	
December 26, 2025	January 5, 2026
January 16, 2026	February 2, 2026
February 13, 2026	March 2, 2026
March 20, 2026	April 6, 2026
April 17, 2026	May 4, 2026
May 15, 2026	June 1, 2026
June 19, 2026	July 13, 2026
July 17, 2026	August 3, 2026
August 21, 2026	September 14, 2026
September 18, 2026	October 5, 2026
October 16, 2026	November 2, 2026
November 20, 2026	December 7, 2026

PRIOR TO BEING PLACED ON AN AGENDA, any/all requests received by the Planning & Zoning Secretary for consideration by the Board of Zoning Appeals and/or Planning Commission **MUST** comply with criteria outlined for submission, and where required, are subject to review/recommendation by the following Departments: Building, Engineering, Fire. *It is strongly advised that you contact the Secretary, Carol Dell, for assistance during your preparation and/or submit your request in advance of the deadline date to avoid potential delays.* (Improper/insufficient submittals may be refused/returned until suitably complete)

CRITERIA FOR PLANNING/ZONING SUBMISSION(S):

Any/all requests must be received by 4:00^{P.M.} on the deadline date by the Planning & Zoning Secretary:

Carol Dell, Planning & Zoning Secretary | E-Mail: cdell@cityofbrookpark.com | Office: 216/433-7412 x 4245
c/o City of Brook Park Building Department | 5590 Smith Road | Brook Park | Ohio | 44142

Any/all requests must include appropriate fee(s): Board of Zoning Appeals: Residential \$25 | Commercial \$75
Planning Commission: Residential \$50 | Commercial \$75

Any/all requests must be NO LARGER than 11" x 17" in size, and include:

- o 1 Business Card from the Applicant (if available)
- o The original, ink signed Board of Zoning Appeals and/or Planning Commission Application
- o An electronic copy of entire submittal (PDF FORMAT ONLY via USB compatible drive OR call Secretary to email file)
- o 18 individually collated and stapled packets** that each MUST include, IN THE EXACT ORDER:
 - Copy of Application (Board of Zoning Appeals and/or Planning Commission)
 - Plot Plan of Property (Must clearly mark/measure all Property Lines, Setbacks, Structures, Fences, Pools, Parking etc.)
 - Supporting documents pertinent to request *** (Elevation Drawing/Photo, Materials, Floor Plan, Landscape, Signage etc.)

** Follow the submittal criteria separately if applying for both Planning AND Zoning

*** See Planning/Zoning Application(s) for additional supporting documents required for submittal

All hearings shall be public. Applicants will be notified of the meeting date/time when their request(s) will be. **Someone qualified to discuss the project MUST be present at the meeting;** failure to appear may result in dismissal of the request(s). 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 member(s) of the Board/Commission shall have the right to question the applicant and all parties testifying either for or against the request(s). Properties located with-in the required radius of any Board of Zoning Appeals request(s), will be notified of the public hearing via USPS.