



CITY OF OBERLIN

APPLICATION TO ZONING BOARD OF APPEALS

TYPE OF APPLICATION (Please check all that apply):

- Appeal of decision of any officer, board or bureau of the City of Oberlin (S. 1325.04)
- Variance to setback, height or area regulations (S. 1325.05 (b)(1))
- Extension of an existing building (S. 1325.05 (b)(2))
- Temporary use permit (S. 1325.05 (b)(3))
- Reconstruction of a nonconforming building damaged by natural or other causes (S. 1325.05 (b)(4))
- Variance to address a hardship or unusual or practical difficulties (S. 1325.05(b)(5))
- Extend a nonconforming use or substitute a similar use (S. 1325.05(b)(6))
- Variance to Floodplain (S. 1325.05(b)(7))
- Exceptions and/or modifications to the height, location, size and regulations for all types of permitted signs.

APPLICANT/AGENT INFORMATION:

Property Owner Name: _____

Property Owner Address: _____

Property Owner Contact Person: _____

Property Owner Contact Person Telephone No.: _____

Property Owner Contact Person Email Address: _____

APPLICATION AUTHORIZATION:

An application signed by the property owner of record is **required**. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

Signature of Property Owner: _____ Date: _____

PERMISSION TO ACT AS AUTHORIZED AGENT:

As owner of _____ (municipal street address of property), I hereby authorize _____ to act on my behalf during the Zoning Board of Appeals approval process.

Signature of Property Owner _____ Date _____

Authorized Agent Name: _____

Authorized Agent Address: _____

Authorized Agent Contact Person: _____

Authorized Agent Contact Person Telephone No.: _____

Authorized Agent Contact Person Email Address: _____

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: _____

Lorain County Permanent Parcel Number(s): _____

Zoning of Property (please check one):

- | | |
|--|--|
| <input type="checkbox"/> R-1/Single-Family Dwelling District | <input type="checkbox"/> R-1A/Single-Family Dwelling District |
| <input type="checkbox"/> R-1B/Single-Family Dwelling District | <input type="checkbox"/> R-2/Dwelling District |
| <input type="checkbox"/> PD/Planned Development District | <input type="checkbox"/> P-1/Public Park and Recreation District |
| <input type="checkbox"/> C-1/Central Business District | <input type="checkbox"/> C-2/General Business District |
| <input type="checkbox"/> C-3/Planned Highway Commercial District | <input type="checkbox"/> M-1/Light Industrial District |
| <input type="checkbox"/> CDD/Conservation Development District | <input type="checkbox"/> O/Office District |

VARIANCE/APPEAL INFORMATION:

Date of Denial (attach copy of denial letter or email or plans marked up by Building Official or Plans Examiner showing items which do not comply with the Zoning Code):

Date of filing this appeal: _____
(Must not be more than ten (10) days after date of denial.)

Section(s) of Zoning Code under which a variance is requested: _____

Variance(s) Requested (Proposed vs. Required): _____

Planning Commission Decision Appeal Requested: _____

BASIS OF VARIANCE

(Describe the hardship, practical difficulty or unique circumstances resulting in the filing of the appeal):

DETAILED SITE INFORMATION:

Land Area of Property (sq. ft. or acres): _____

Total Building Coverage (of each existing building on property):

Building #1 (in sq. ft.): _____

Building #2 (in sq. ft.): _____

Building #3 (in sq. ft.): _____

Additional (in sq. ft.): _____

Total Building Coverage (as % of lot area): _____

Existing Building Height: _____

Proposed Building Height (for any new construction): _____

Proposed Building Height (for any addition): _____

Number of Dwelling Units (if applicable): _____

Number of Accessory Buildings: _____

DESCRIPTION OF PROPOSED DEVELOPMENT:

(Describe your development plans in as much detail as possible. Additional sheets may be attached if necessary): _____

NOTES:

1. Applicants and/or their Authorized Agents ***are strongly encouraged to attend*** Zoning Board meetings.
2. Any decision of the Board may be appealed to the Court of Common Pleas of Lorain County within thirty (30) days of the decision. Appellants proceeding with the project, if the request is granted by the Board during that period, do so at their own risk.

REQUIREMENTS FOR SUBMITTAL:

- Completed Application Form
- A copy of a site plan (drawn to scale and dimensioned) which shows the following items:
 - * Property boundary lines (with dimensions)
 - * Building(s) location (with setback distances to all lot lines accurately shown)
 - * Building elevation drawing showing the proposed height of a building or addition (for height variances)
 - * Driveway and parking area locations
 - * Location of fences, walls, retaining walls
 - * Proposed development (additions, fences, buildings, etc.)
 - * Location of other pertinent items (signs, outdoor storage areas, gasoline pump islands, etc.)
- List of names and addresses of all property owners within 200 feet of the periphery of this property (assistance from Planning Staff can be provided as to how to obtain this list from the County Auditor's website).
- Application fee: **\$125.00**
- Applications and site plans can be submitted in person, by regular mail to the address noted below or electronically by submitting electronic files in .PDF format to chandy@cityofoberlin.com. Application fees can be paid in person by in the Department of Planning and Development Office or checks can be mailed to: City of Oberlin Department of Planning and Development, 69 S. Main Street, Oberlin, Ohio 44074.