

ZONING APPEAL APPLICATION PROCEDURE

SITE:

1. **ADDRESS:** Address of the property for which the Zoning Variance is being requested.
2. **PERMANENT PARCEL NUMBER:** Identifying number assigned to the property by the Lake County Records office. The staff will assist you with this number.
3. **ZONING CLASSIFICATION:** As identified on the zoning map. The staff will assist you.
4. **CURRENT USE:** The present occupancy of the site and the names of the occupants. Otherwise, state "vacant".

APPLICANT:

5. **OWNER:** Name and address of property owner.
6. **APPLICANT:** Name and address of agent if other than the owner.

APPEAL:

7. **NATURE OF APPEAL:** State as clearly as possible the substance of your request. Example: "to construct a garage 2 ft. from the side property line."
8. **APPROPRIATE FACTORS:** There are nine factors listed in Section 1109.09(b) (at the end of the application) which the Board of Zoning Appeals must consider when determining practical difficulty. Circle all factors which, in your opinion, are pertinent and relevant to the nature of your appeal.
9. **WRITTEN NOTIFICATION:** This must be provided no less than 10 days prior to the scheduled hearing to property owners within 300 ft. of the property line to which the application relates. In an R-50 district, the distance from the subject property need only be 200 ft.
10. **PLAN, SKETCH, OR PICTURE:** Required items will vary with the nature of the request. The intent is to provide all necessary information to the Board in order to make a decision. The staff will discuss the appropriate items with you.
11. **APPLICATION FEE:** \$50.00 payable to City of Willoughby due upon application filing.
12. **APPLICANT SIGNATURE:** The appeal will not be placed on the agenda without a signed application. At the time of application, you will be informed of the next available Board of Zoning Appeals meeting for your hearing. The Board of Zoning Appeals meets the second and fourth Wednesday of every month unless otherwise notified.

PLEASE READ

Filing Deadline: The Board is required to advertise your appeal in a local newspaper at least ten (10) days prior to the meeting and send notice to all adjacent property owners. Your completed application must be submitted at least twelve (12) days prior to the meeting. Ask the staff for the deadline date.

Prior to the Meeting: The applicant or his representative is encouraged to discuss with the Building Department staff the appeal and any witnesses, documentary evidence, or other matters pertaining to the appeal at a reasonable time prior to the filing deadline. Such discussion is intended to ensure sufficient information at the hearing, protection of the rights of the applicant, and to facilitate fair and timely resolution of the appeal.

Granting of a variance does not constitute approval of a building permit. A building permit must be obtained from the Building Department prior to construction.