



Village of Walton Hills
7595 Walton Road • Walton Hills, Ohio 44146

The Board of Zoning Appeals may authorize upon appeal in specific cases such variance from the terms of this Zoning Code as will not be contrary to the public interest according to the following procedures:

(a) Application Requirements. An application for a variance shall be filed with the Zoning Administrator for review by the Board of Zoning Appeals upon the forms provided and shall be accompanied by the following requirements necessary to convey the reason(s) for the requested variance:

- (1) Name, address, and phone number of applicant(s);
- (2) Proof of ownership, legal interest, or written authority;
- (3) Legal description of property or portion thereof;
- (4) Identification of the zoning district in which the property is located.
- (5) Description or nature of variance requested;
- (6) Narrative statements establishing and substantiating the justification for the variance pursuant to the applicable criteria in subsections [1258.09](#) (c)(1) or [1258.09](#) (c)(2), as applicable;
- (7) A plan, neatly and legibly drawn to adequately depict the information showing the following, where applicable:
 - A. The street providing access to the lot and the exact location of the lot in relation to the nearest cross street.
 - B. The name of the subject plan, if any, and the lot numbers of the subject and abutting properties.
 - C. The actual dimensions of the lot, the setbacks and other open space dimensions thereof and the location and size of any existing structure thereon.
 - D. The location and size of the proposed structure, and/or the proposed enlargement and existing structure.
 - E. The location and size of the parking area and the circulation layout.
 - F. The proposed landscaping, signs, and any other uses on the property.
 - G. An elevation drawing for any proposed new structures or major additions.
 - H. Any other information, including but not limited to floor plans, elevations and other drawings at a reasonable scale to convey the need for the variance, which, in the judgment of the Zoning Administrator, may be necessary to provide for the enforcement of this Zoning Code.
- (8) Payment of the application fee;
- (9) A list of all property owners lying within 500 feet of any part of the property on which the variance is proposed, including their addresses and permanent parcel numbers and lot numbers; and,
- (10) Any other documents deemed necessary by the Zoning Administrator.

(b) Review of Completeness. Within twenty days after receiving an application for variance, the Zoning Administrator shall review the submitted application for completeness and compliance with the applicable submission requirements. If the application is deemed insufficient, the Zoning Administrator shall notify the applicant of the necessary changes or additional information needed. When the application is deemed complete and the application fee has been paid, the Zoning Administrator shall officially accept the application for consideration of the action(s) requested on the date such determination is made and place it on the Board of Zoning Appeals' agenda.



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APPLICATION TO THE BOARD OF ZONING APPEALS

Appeal fee \$75.00

Administration Fee \$10.00

I hereby request a hearing before the Board of Zoning Appeals of the Village of Walton Hills, Ohio for the purpose of appealing the decision of the Inspector of Buildings, as described below, and requesting a variance from the zoning/building regulations of the Village.

Signature _____ Date _____

Print name _____ Phone # _____

Interest in Appeal (if other than owner) _____

Property concerned _____

Permanent Parcel # _____ Sublot # _____

Address _____

Signature of Owner Approving Agent's Appeal _____

Decision Being Appealed _____

Are there any private deed restrictions? _____

Date of Decision _____

This form shall be completed and submitted through the Building Department

The reasons or justification for requesting a variance from the Zoning/Building regulations shall be on a separate sheet of paper addressed to the Chairman of the Zoning Board of Appeals, signed by the appellant and attached to this form.

Drawings, plans, sketches, etc., shall indicate property boundaries, structure locations, structure dimensions, etc., and should be included with this request. Property lines should have permanent stakes installed by a certified surveyor. If applicable, locations of proposed structures should be identified.