

## BOARD OF BUILDING AND ZONING APPEALS APPLICATION PROCESS

Board of Building and Zoning Appeals hearings cases are scheduled in accordance with the BBZA Hearing Schedule:  
<http://www.cityofwestlake.org/190/Board-of-Zoning-Appeals>

Please refer to the zoning codes and the “What you need to know about the Board of Building and Zoning Appeals” review brochure for more specific information regarding the appeal process.

An appeal from any decision of the director of inspections or director of planning, in regard to zoning ordinances may be made to the BBZA by any elected city official or by any person aggrieved or affected by such decision. The applicant will, within thirty days after the decision is rendered file a notice of appeal application with the clerk of commissions.

A \$100 nonrefundable fee is required. When filing notice of an appeal, the applicant will also file ten copies of a brief setting forth in detail the grounds of the appeal. The BBZA meets the last Tuesday of the month when an application has been received.

If you have any questions regarding this process, please contact the Clerk of Commissions at 440-617-4310.

### Step One

- **For residential development** (sheds, decks, additions, pools, fences, etc.) the applicant submits a building permit to the building department by the deadline date for their proposal. If the permit is denied, the building department determines what variances are necessary so the applicant can file an appeal.
- **For commercial development** the first step is Planning Commission review and approval. If Planning Commission were to deny an application the applicant can appeal the decision to the Board of Building and Zoning Appeals.

### Step Two

- The applicant files an appeal by the deadline date to the Board of Building and Zoning Appeals after they have received a denial. Complete applications must be submitted.
- Board of Building and Zoning Appeals applications are available from the Clerk of Commissions or via the website at: <http://www.cityofwestlake.org/190/Board-of-Zoning-Appeals>.

### Step Three

- The public hearing is scheduled and legal notifications are processed by the Clerk of Commissions.
- The applicant will receive a docket agenda via email.

### Step Four

- The applicant and/or agent must be present at the hearing and prepared to present plans to the board and give testimony.
- At the hearing the Board will hear testimony from the applicant and surrounding property owners.
- A decision will be made regarding the appeal by the Board which can be to approve, deny, withdraw, or table for further evidence/findings.

## 1. WHAT IS THE BOARD OF BUILDING AND ZONING APPEALS?

The Board of Building and Zoning Appeals (BBZA) consists of five resident volunteer members appointed by the mayor. One member is a member of the planning commission and all five members have an equal vote.

It is the duty of the BBZA to hear and decide applications for exceptions to and variances from the building and zoning ordinances of the municipality and to hear and decide all appeals from orders, decisions and regulations of municipal administrative officials or agencies in regard to the building and zoning ordinances. The BBZA shall not permit any exception or variance from the zoning ordinances unless it finds that a practical difficulty would exist as a result of the literal application of the zoning ordinances because of some peculiarity of the property in question as distinct from the other properties in the same district. In such cases the granting of the exception or variance must not be detrimental to the public welfare or injurious to the property in the immediate surrounding area, and must be in keeping with the general purpose, intent and objective of the municipal zoning ordinances.

To grant a variance, the BBZA has to make certain findings of fact. These findings must be based upon the physical relationships and characteristics of the particular property and how it differs from similarly zoned properties. Personal needs of the current owner are not necessarily a basis for granting zoning variances. The practical difficulty has to be unique to the property, and not the current owner. The Supreme Court of Ohio established the following factors to be considered and weighed in the review and granting of variances in the 1986 case *Duncan v. Village of Middlefield*:

- whether the property in question yield a reasonable return or whether there can be any beneficial use of the property without a variance;
- whether the variance substantial;
- whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;
- whether the variance would adversely affect the delivery of governmental services;
- whether the property owner purchase the property with the knowledge of the zoning restriction;
- whether the property owner's predicament feasibly can be obviated through some other method other than a variance;
- whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance.

The Court indicated that these factors should be considered, however they also stated that this is not an exclusive list. Lastly, financial reasons or personal hardship is not grounds for granting a variance.

## 2. SUBMITTAL OF VARIANCE REQUESTS

Initial inquires are directed to the building department. Generally when a building permit is requested that does not comply with the municipal zoning ordinances, the permit is denied and a variance is then required if the applicant wishes to proceed with the request. You will be given a BBZA application and cover sheet explaining what is to be submitted. The building

department will issue a memo to the clerk of commissions stating what building or zoning ordinance a variance is being requested to. BBZA will also address any appeals from orders, decisions and regulations of municipal administrative officials or agencies in regard to the building or zoning ordinances.

You will need to submit the following to the clerk of commissions:

### **Fee:**

- \$100.00 (Make checks payable to the City of Westlake; Visa & MC accepted)

### **10 collated sets which include one of each:**

- Completed application form.
- Letter and/or brief explaining in detail a reason for applying and indicating a practical difficulty as stipulated in Chapter 1233.04(d) subsection (1),(2) and (3) or Chapter 1223.19.
- Copy of the Building Department application, including all drawings, etc.
- Copy of plot plan or map showing the proposal.

### **Address letter to:**

Westlake Board of Building and Zoning Appeals  
Attn: Nicolette A. Sackman, MMC  
Clerk of Commissions  
27700 Hilliard Boulevard  
Westlake, OH 44145

The deadline for submittals is the first Thursday of the month. The BBZA meets the last Tuesday of the month when an application has been received.

## 3. SUBMITTAL OF APPEAL REQUESTS

An appeal from any decision of the director of inspections or director of planning, in regard to building or zoning ordinances may be made to the BBZA by any elected city official or by any person aggrieved or affected by such decision. The applicant will, within thirty days after the decision is rendered file a notice of appeal application with the clerk of commissions. A \$100 nonrefundable fee is required. When filing notice of an appeal, the applicant will also file ten copies of a brief setting forth in detail the grounds of the appeal. The deadline for submittals is the first Thursday of the month. The BBZA meets the last Tuesday of the month when an application has been received.

#### **4. BBZA REVIEW PROCESS**

Once an application for appeal or variance is received by the clerk of commissions, she will publish notice of a public hearing twice monthly in a newspaper of general circulation, no less than four days before the hearing. Not more than ten days nor less than five days prior to the public hearing, written notice of the hearing for an appeal or variance will be sent by regular mail to any person, firm or corporation owning premises located within 300' of the land to which such appeal or application relates.

The applicant or representative is required to be in attendance at the BBZA public hearing to present their request. You will need to bring copies of any drawings, photographs, letters or documentation supporting your request to the hearing.

At the BBZA hearing the chairman will announce the appeal or variance request. You will be asked to come forward, be sworn in, state your name and address for the record and asked to present

you case. Afterwards the board will discuss and review the request. The chairman will open the floor for testimony or questions from the audience. After review the board may reverse, deny or affirm, wholly or in part, the appeal or variance request. The board is also within its powers to table the matter, to subpoena and require the attendance of witnesses, compel testimony and the production of books, papers and other evidence pertinent to any issue before the board.

The board will make a motion and vote at the hearing so you will know if your request has been tabled, approved or denied. If your request is approved the building department will be notified no later than forty-eight hours of the granting of any request and if there were any special conditions.

If you have questions please contact the clerk of commissions at 440-617-4310.

[www.cityofwestlake.org](http://www.cityofwestlake.org)

# What you need to know about the Board of Building and Zoning Appeals

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## Review Process



City of Westlake  
Planning Department  
440-617-4310

*The information in this brochure is intended as a general guideline. Please refer to the Codified Ordinances of the City of Westlake for additional information and any updates.*



APPLICATION FILING:  
**BOARD OF BUILDING AND ZONING APPEALS**

REQUIREMENTS:

Fee: \$100.00 (Mastercard, Visa, Discover, Cash, or make check payable to the City of Westlake.)

10 collated sets which include:

- 1) Completed application form (*to be top copy in application packet*).
- 2) Letter and/or brief explaining in detail reason for applying, indicating a practical difficulty as stipulated in Chapter 1233.04(d)(1),(2) & (3); or Chapter 1223.19 of the building and zoning codes
- 3) Copy of Building Department application (denied permit and variance memo), including denied drawings.
- 4) Copy of a site plan showing the proposal, elevations, rendering of proposal and any other relative drawings.
- 5) **All plans must be folded** with printing on the outside and so that outside dimensions are no larger than 9" x 14" (plans must be able to fit in a legal size file)

1 CD or flash drive - electronic copy of plans

PDF (each drawing and document should be a separate PDF file)

Address letter to:

Westlake Board of Building and Zoning Appeals  
Attn: Nicolette A. Sackman, MMC  
Clerk of Commissions  
27700 Hilliard Boulevard  
Westlake, OH 44145

Board of Building and Zoning Appeals hearings are held on the **last Tuesday** of the month. In order to allow time for proper notification of property owners within 300' and for two weekly advertisements in the newspaper, applications need to be submitted by the **first Thursday** of the month. Building permit requests must be reviewed by the building department prior to the 5:00 p.m. BBZA deadline so plans must be submitted to the building department at least **five business days prior to the BBZA deadline** so they can review the plans, deny the permit, and determine what variances are necessary. Final BZA application must be made to the Clerk of Commission **no later than 4:30 p.m.** on the deadline date.

**Owner or Agent must be present at the hearing. Be prepared to present your case and review drawings. You will need to bring copies of any drawings submitted with your application.**



APPLICATION  
WESTLAKE BOARD OF BUILDING AND ZONING APPEALS

**Office use only:**  
Calendar No. \_\_\_\_\_ Application filed \_\_\_\_\_ Date of Hearing \_\_\_\_\_

**Request is hereby made for a hearing before the Board of Building and Zoning Appeals for permission, approval or authority required by this Zoning Code to be obtained from the Board.**

**Incomplete applications will not be accepted.**

**Application must be made no later than 4:30 p.m. on the deadline date**

Name of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email (required): \_\_\_\_\_

Address of property for variance request (*if different than owner's mailing address*):

\_\_\_\_\_

Parcel No. (PP#): \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If same as above check here

Name of Representative: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email (required): \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner (required)

\_\_\_\_\_  
Signature of Representative (required)

**APPLICANT AND/OR AGENT MUST BE PRESENT** & PREPARED TO PRESENT PLANS TO THE BOARD OF BUILDING AND ZONING APPEALS; Nicolette Sackman, MMC, Clerk of Commissions