



Board of Zoning Appeals

APPLICANT'S GUIDE

The Board of Zoning Appeals hears and decides appeals made for exceptions to and variations from City of Cleveland Ordinances governing Zoning or from persons who are questioning the appropriateness of orders made by administrative officials. It is the Board's goal to treat all persons fairly and courteously. Each appeal is heard and decided on its own merit. Listed below are answers to commonly asked questions regarding the Board of Zoning Appeals.

What are the Board of Zoning Appeals business hours?

The Board's business hours are from 8:00am – 4:00pm, Monday through Friday.

Is there anything I should do before I file my appeal?

Yes. **It is strongly urged** that you take the opportunity to review your plan with:

- **City Planning.** Your Neighborhood Planner can be reached at 216-664-2210 and they are located in Room 501.
- **Building and Housing.** The Plans Examiners can be reached at 216-664-2910 and they are located in Room 505.
- **Your Councilman.** City Council's main number is 216-664-2840 and the Council Office is on the 2nd floor in City Hall.

Factors that the Board **may consider** for granting a variance include but are not limited to:

- a) whether the property will yield a reasonable return or whether there can be any beneficial use of the property without the variance;
- b) if the variance is substantial- a large extent of size, area, distance, etc.;
- c) whether the essential character of the neighborhood would be substantially altered or adjoining properties would suffer a substantial detriment as a result of the variance;
- d) if the variance would adversely affect the delivery of governmental services- safety forces, water, sewer, garbage collection, etc.;
- e) was the property purchased with knowledge of the zoning restriction;
- f) whether the predicament feasibly may be resolved through some method other than a variance;
- g) whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting a variance.

When and Where will my Hearing be held?

- The hearings are held Monday mornings at 9:30am in Room 514 on the 5th floor of Cleveland City Hall and on the WEBEX platform.



- If Monday is a holiday recognized by the city, the meeting is held on the following Tuesday.
- You will be sent a notice in the mail stating the date and time of your hearing. It is important that you list your correct mailing address on your application.
- NOTE: your hearing cannot be held until notices are mailed to nearby property owners and an announcement is published in the City Record. The notification process requires a minimum of 2 weeks.

What time should I arrive for my Hearing?

Please arrive promptly at 9:30am. All cases are scheduled for 9:30 a.m., and cases are heard in turn. Please be advised that the cases may be heard in a different order than as listed on the agenda. Your case may be dismissed if you do not appear on time.

Do I have to be present at the Hearing?

The owner or their representative must appear at the hearing. The representative must submit a NOTARIZED letter to the Board stating their authority to bind the owner to the decision of the Board. **IF THE NOTARIZED AUTHORIZATION LETTER IS NOT RECEIVED BEFORE OR AT THE TIME OF THE HEARING YOUR CASE WILL BE POSTPONED A MINIMUM OF 4 WEEKS.** Your representative must be familiar with the **property** and the current conditions and operations of any business associated with the appeal.

What if I need to postpone my Hearing?

Please contact the Board office at 216-664-2580 to make a request for a postponement.

If the Board approves my appeal, when can I pick up my permit?

The Board decision on your case will be ratified at the next meeting, unless you are required to submit additional information to the Board. When the Board has voted to ratify a voted decision, a resolution and letter will be mailed to you with instructions.

If the Board denies my appeal, can I request from the Board a rehearing or reconsideration?

Contact the Board office at 216-664-2580 for the procedures regarding a request for rehearing or reconsideration.

Does my Variance expire?

Any variance granted by the Board expires 6 months after ratification if no permit has been issued nor acted upon to exercise the variance rights. **Contact the Board of Zoning Appeals Office regarding a possible extension of your variance rights.**

If you have any questions, please contact the Board of Zoning Appeals.

Telephone: 216-664-2580
 Email: boardofzoningappeals@clevelandohio.gov
 Visit us at: <http://planning.city.cleveland.oh.us>

