



BOARD OF ZONING APPEALS APPLICATION

City of Cuyahoga Falls
 Community Development Department--Planning Division
 2310 Second Street
 Cuyahoga Falls, Ohio 44221
 330-971-8135 (Phone), 330-971-8366 (Fax)
www.cityofcf.com

APPLICANT'S INFORMATION AND INSTRUCTIONS **(Keep for Records)**

It is strongly recommended that applicants have a pre-application conference with Planning Division staff prior to submittal. Please call 330-971-8135 to make an appointment with a Planner.

Submittal Procedure

Please refer to the Board of Zoning Appeals Application Deadline and Hearing Schedule for submittal deadlines and other relevant dates. This document is available online at <http://www.cityofcf.com> or by contacting the Planning Division.

Staff will review submitted applications to ensure all required material and information are provided. Within 30 days of a submittal deadline, the applicant will be notified whether application materials are acceptable. If acceptable, a postcard will be mailed to the contact person indicating the date the application has been accepted and the date the application has been scheduled on the Board of Zoning Appeals agenda. If the application is not acceptable, a letter outlining the deficiencies will be sent to the applicant. The deficiency letter will also address submission deadlines. (Note: The Board of Zoning Appeals agenda is limited to 5 items per meeting; completed applications in excess of 5 will be scheduled for the next meeting.)

Notice & Posting for Zoning Map Amendment and Conditional Zoning Certificate Applications

1. A Notice shall be posted, on the property, at least seven (7) days prior to the Board of Zoning Appeals Public Hearing.
2. A Notice will be mailed to property owners within 200 feet of application site at least seven (7) days prior to the Board of Zoning Appeals Public Hearing.

Withdrawal of Board of Zoning Appeals Application

Any application may be withdrawn by written request of the applicant. If withdrawn prior to the posting, the applicant may be reimbursed. If the application is withdrawn after this time, fees cannot be reimbursed.

Deferral of a Board of Zoning Appeals Application

Applicants may request an indefinite deferral of the application if more time is needed to prepare for the Public Hearing. However, deferrals are not granted automatically, and the applicant's representative must be present at the public hearing even if a deferral



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has been requested. The Board of Zoning Appeals may also defer an application for failure of the applicant to follow procedural steps. If the application is deferred at the request of the applicant or for failure to follow all procedural steps, a new public notice shall be issued at the expense of the applicant.

Board of Zoning Appeals Public Hearing for Administrative Appeals and Variance Applications

The public hearing is before the Board of Zoning Appeals. Board of Zoning Appeals meetings are held on the second and fourth Wednesday of every month at 5:30 PM in City Council Chambers at the Cuyahoga Falls Natatorium Building, or such time or places as may be designated by the Planning Division. The applicant or a representative of the applicant **must be present** at the public hearing. The applicant or applicant's representative is asked to make a presentation of the proposal and answer any questions the Board of Zoning Appeals may have. Large visual presentation aides may be recommended. Other interested members of the public are given the opportunity to speak. If there is opposition, the applicant is also given time for a rebuttal. An application can be tabled up to 30 days.

For detailed information on Board of Zoning Appeals Applications see Sections 1113.15, 1113.16 and 1113.17 of the Cuyahoga Falls General Development Code.



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APPLICANT'S CHECKLIST

(Keep for Records)

Be sure to check the items listed below and include all applicable materials when you submit your application. Items must be properly identified or labeled when submitting application. Staff will review submitted applications and notify applicants by mail whether the application has been accepted for processing. Applications lacking required information, and/or signatures cannot be scheduled for public meeting or staff review. More detailed information about the process is presented in the attached "Applicant Information" section. Code references refer to the Cuyahoga Falls General Development Code.

All Board of Zoning Appeals Applications

- Completed application. (All items must be completed.)
- Property owner's signature and applicant's signature (if not the current owner of the property). A copy of the purchase contract for the property may be included in lieu of the property owner's signature, as long as the contract clearly identifies approval of the application as a contingency of the contract.
- Appropriate fee payable to the City of Cuyahoga Falls

Administrative Appeals Applications

- A statement of facts regarding the nature of the appeal, including the nature of the decision, why it was in error under current regulations, how the applicant has been aggrieved, and a specific list or description of any supporting information or evidence to be presented. **Code References**
Section 1113.16
- 20 folded copies of any related documentation larger than 11" by 17" (building elevations, site plans, etc.).

Variance Applications

- A statement of facts regarding the nature of the variance, including indication of the unnecessary hardship, unique circumstances or that the variance will not alter the essential character of the locality or preclude achieving goals of the General Plan or adversely alter or disrupt adjacent properties or the neighborhood or area. **Code References**
Section 1113.17
- 20 folded copies of any related documentation larger than 11" by 17" (building elevations, site plans, etc.).



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APPLICATION

Contact Information

Applicant's Name:	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	
Fax:	

Applicant's Representative Name:	
Contact Person:	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	
Fax:	

Property Owner's Name:	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	
Fax:	



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Description of Property

General Location:	
Address:	
Parcel Number (s):	
Land Area (square feet or acreage):	
Background of Property:	

Statement of Facts Narrative

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Certifications

Applicant	Signature	Date
I hereby certify that all statements made on this application are true and complete and that I have a legal right to make this appeal or to possess a written power of attorney on the above premises.		
Property Owner Consent	Signature	Date
I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.		

Department Use

File Number:	
Application Received (Date):	
Amount Accepted:	
Application Accepted (Date):	
Application Deficiency Letter (Date):	
Application Modified (Date):	
Application Approved (Date):	
Application Tabled (Date):	
Application Denied (Date):	