



City of Hudson, Ohio

Department of Community Development
46 Ravenna Street, Suite D-3; Hudson, OH 44236-3099
330-342-1790 330-656-1753 Fax: 330-342-1880

www.hudson.oh.us

..preserving and enhancing Hudson's character and quality of life by administering the City's adopted development codes and regulations.

BOARD OF ZONING AND BUILDING APPEALS (BZBA) PROCEDURE

An applicant applying to the Board of Zoning and Building Appeals must fill out this application and *all other required information* for the Board to review an "Appeal", "Nonconforming Use" or "Variance(s)" being requested for the proposed project. **It is the applicant's responsibility to submit a completed application and application supplemental information, six (6) copies of a survey of the property, site plan and any relevant documents or the application may be rejected for incompleteness. The date of submittal will determine the BZBA Meeting date the case will be heard.**

Submit the following:

1. **Attached application form completed, including signature(s) of property owner and applicant.**
2. **A completed "Board of Zoning and Building Appeals (BZBA) Application Supplemental Information" sheet if applying for a variance.** Any information you can provide the BZBA will help in supporting your request for a variance.
3. **A survey of the property, site plan, showing actual dimensions, distances to property lines, and all existing and proposed structures.**
4. **Photograph(s) of the location of the requested variance.**
5. **A check for \$250.00 made payable to the City of Hudson, which covers the cost of the appeal application and legal advertising.**
6. If appropriate for your appeal, please furnish front, side, and rear elevations of the existing structure and any proposed addition (floor plan), or alteration.

IMPORTANT APPLICATION REQUIREMENTS

1. A representative must be at the meeting to represent this application and be able to act on the owner's behalf if the owner is not present and have authority to accept conditions that the Board may impose.
2. If more than one property owner is involved with this request, please attach additional names, addresses and signatures to this application.
3. The applicant and owner will receive a copy of the staff report before the hearing.
4. All adjacent property owners within 300 feet of the subject property will be notified of the hearing and will be sent a brochure on the procedures at the meeting and on how to voice their concerns and/or questions regarding the project.
5. Copy of BZBA decision will be sent via certified mail to the applicant and owner of the property.

If you have any questions regarding the appeals process, please call the Department of Community Development at (330) 342-1790.



Board of Zoning and Building Appeals

Town Hall 7:30 P.M. 2nd Floor Meeting Room
27 East Main Street Hudson, Ohio

Visit our website at www.hudson.oh.us

Department of Community Development..... preserving and enhancing Hudson's character and quality of life by administering the City's adopted development codes and regulations.

2010 MEETING SCHEDULE

Meetings are held on the third (3rd) Thursday

APPLICATION DEADLINE

DECEMBER 23, 2009

JANUARY 20, 2010

FEBRUARY 17, 2010

MARCH 17, 2010

APRIL 21, 2010

MAY 19, 2010

JUNE 16, 2010

JULY 21, 2010

AUGUST 18, 2010

SEPTEMBER 22, 2010

OCTOBER 20, 2010

NOVEMBER 17, 2010

MEETING DATES

JANUARY 21, 2010

FEBRUARY 18, 2010

MARCH 18, 2010

APRIL 15, 2010

MAY 20, 2010

JUNE 17, 2010

JULY 15, 2010

AUGUST 19, 2010

SEPTEMBER 16, 2010

OCTOBER 21, 2010

NOVEMBER 18, 2010

DECEMBER 16, 2010

In the event there are more than **six (6) cases** for any regularly scheduled monthly meeting, at the discretion of the staff and after consulting with the Chairman, any additional cases may be subject to a meeting date one week after the regularly scheduled meeting date or at the discretion of the Board.



Board of Zoning and Building Appeals Application

46 Ravenna Street, Suite D-3 · Hudson, Ohio 44236-3099
(330) 342-1790 · (330) 656-1753 · Fax (330) 342-1880
www.hudson.oh.us

Please make check amount payable to "City of Hudson" for the amount of \$250.00

Pursuant to the City of Hudson Land Development Code, the undersigned hereby submits attached information and requests a hearing before the Board of Zoning and Building Appeals for the following purpose(s):

(Please Circle Request) **"VARIANCE"** **"NONCONFORMING USE"** **"APPEAL"**

Property Address: _____ Zoning District: _____

Explanation of Request and Justification: _____

For a variance: Code requires _____ setback/sq. ft./height. Request is for _____ setback/sq. ft./height.

Year Property Purchased: _____

Section(s) of the Land Development Code applicable to this application: _____

The undersigned certify that the information provided to the Board in and with this application is true and accurate and consent to employees and/or agents of the City of Hudson entering upon the premises of this application for purposes of inspection and verification of information pertaining to the application, and if this application is approved, to verify conformance to requirements and conditions of such approval.

Applicant: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail _____

Owner: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail _____

Applicant: state relationship (agent, attorney, contractor, other): _____

Applicant's Signature _____ Date: _____

Property Owner Signature _____ Date: _____

(Staff use only)	
Application No. /Docket No. _____	Hearing Date _____
Date Received _____	Fee Paid _____ FEMA Floodplain Y N _____
	Initials _____

BOARD OF ZONING AND BUILDING APPEALS (BZBA)
Application Supplemental Information

Application for property located at: _____

Variances from the terms of this Code shall not be granted by the BZBA unless the application for variance demonstrates the following: *“Exceptional or unusual conditions exist that are not common to other areas similarly situated and practical difficulty may result from strict compliance with any of the zoning standards, provided that such relief will not have the effect of nullifying or impairing the intent and purpose of these standards.”*

In determining "practical difficulty," the **BZBA will consider the following factors:**

- 1) The property in question (will/will not) yield a reasonable return and there (can/cannot) be a beneficial use of the property without the variance because: _____

- 2) The variance is (substantial/insubstantial) because: _____

_____a) Is the request the minimum amount necessary to make reasonable use of the property or structure(s)?

- 3) Would the essential character of the neighborhood be substantially altered? Explain: _____

_____a) Would adjoining properties be negatively impacted? _____

_____b) Describe how the adjacent properties will not be affected: _____

- 4) Will this request adversely affect public services (mail, water, sewer, safety services, etc.)? _____

- 5) Did the owner of the property purchase the property with the knowledge of the zoning restrictions? _____

- 6) This situation cannot be feasibly solved by means other than a variance. Explain: _____

- 7) The spirit and intent behind the zoning requirement (would/would not) be observed and substantial justice (done/not done) by granting the variance because: _____

_____a) The circumstance leading to this request was not caused by current owner. It was caused by: _____

_____b) List any special circumstances peculiar to the property/lot (i.e. exceptional irregularity, narrowness, shallowness or steepness) these circumstances are: _____

Signature _____ Date _____