



5827 Highland Road Highland Heights Ohio 44143
www.highlandhts.com

REQUEST FOR HEARING PLANNING & ZONING COMMISSION

Request to appear before the Planning and Zoning Commission of the City of Highland Heights

Property Owner:

Applicant (If other than owner)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Accurately state the fact involved in the matter you are requesting the Commission to hear. Indicate specific sections of the Zoning and/or Building Codes on which you are requesting a variance, or other action.

Detailed scaled site drawing and/or plans, clearly and accurately identifying the specific request, must be prepared by a registered Architect or Engineer or other prior to the plan review by the Commission.

You have the right to be represented by an attorney. Indicate name and address of your attorney or indicate waiver of your right to counsel.

Will be represented by:

I waive my rights to be represented by an attorney

Attorney's Name: _____

Address: _____

Phone: _____

Signature of Owner: _____

Date: _____

Signature of Applicant: _____

Date: _____

Number of plans submitted: _____

GENERAL INFORMATION

1. The applicant must complete the application in its entirety. If the information is not complete, it may be necessary for the Commission to request additional information before this matter can be placed on the agenda. No matter will be heard by the Commission unless proper application has been submitted.
2. Accurately indicate specific sections of the Zoning and/or Building Codes on which your request or other action is based. State the actual variance amount for each variance that is requested.
3. In addition to HHC Section 1113; "Planning and Zoning Commission; Appeals; Variances," the following criteria will be used in either approving or rejecting a variance request:
 - a. The property in question has no other economically viable use, which are permitted in the zoning district without the variance.
 - b. The variance sought is the minimum, which will afford relief to the applicant.
 - c. The essential character of the neighborhood would not be substantially altered and/or adjoining properties would not suffer interference with their proper future development and rights as a result of the variance.
 - d. The property in question has unique or exceptional circumstances or conditions such as topographical conditions/geological conditions that do not apply to other property within the zone and a variance (would/would not) be justified on any lot where similar circumstances prevail.
 - e. The hardship condition is not created by actions of the applicant.
 - f. The purpose, intent, and objectives of the Zoning Code and the Master Plan of the City would be observed and the public health, safety or general welfare would not be adversely affected by granting the variance.
4. The Planning and Zoning Commission meets on the 2nd and 4th Mondays of every month, excluding the 4th Monday in July and the 2nd Monday in August. All applications, including plans, must be complete and filed with the Building Commissioner no later than 4PM on the Wednesday preceding the regular meeting date. Applicants are to appear at the next scheduled Planning and Zoning Commission meeting unless otherwise notified. The Planning and Zoning Commission's meeting schedule can be found on the city website at www.highlandhts.com.
5. Copies of the completed application, supporting material, along with fees of \$100.00 for a conditional use permit, or \$50.00 for a variance, may be mailed or dropped off to:

Building Commissioner
City of Highland Heights
5827 Highland Road - Highland Hts., OH 44143

Received by: _____

Date: _____

