

# 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: \_\_\_\_\_

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 waiver my right to be represented by an attorney

Attorney's name: \_\_\_\_\_

Address: \_\_\_\_\_

Accurately state the facts 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.

Signature of owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Number of plans submitted: \_\_\_\_\_

## GENERAL INFORMATION

1. Application must be completed in its entirety by applicant. If your information is not complete, it may be necessary for the Commission to request additional information before this matter can be placed on its agenda.
  2. Type or print full name and address of each person, firm, corporation or partnership requesting to appear and be heard by the Commission.
  3. List name and address of person who should receive notice of the meeting (in addition to the owner).
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4. Indicate action you are requesting. For example: "The Commission is requested to grant a variance in this instance because of the hardship which now prevails."
  5. This application must be signed and dated by owner and/or applicant, if other than owner.
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The Planning and Zoning Commission meets on the second and fourth Monday of every month unless otherwise scheduled. In order to be included on the Commission's agenda, all applications including plans must be completed and filed with the Clerk of the Planning and Zoning Commission no later than 12 P.M. on the Wednesday preceding the regular meeting date.

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Upon receipt of a valid request, the Commission will notify the owner and/or applicant as to the date upon which it will hear the matter or such other action as it will take regarding the application.

No matter will be heard by the Commission unless a proper application has been submitted.

One copy of the completed application is to be mailed or delivered to:

Clerk, Planning and Zoning Commission  
City of Highland Heights  
5827 Highland Road  
Highland Heights, Ohio 44143

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Received by: \_\_\_\_\_

Date: \_\_\_\_\_