

**APPLICATION**  
**BOARD OF ZONING APPEALS**

Property Address \_\_\_\_\_ Property Owner Name \_\_\_\_\_

Owner Phone \_\_\_\_\_ Owner Address \_\_\_\_\_

Zoning \_\_\_\_\_ Parcel Number \_\_\_\_\_

Description of Request/Hardship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION FEE: \$25 Residential - \$50 Commercial.**

**Incomplete or Late Applications will not be Accepted.**

(See calendar on page 2 for deadlines)

**Submission Requirements:**

1. A detailed written description of the request signed by the applicant/owner.
2. Letter of Authorization from property owner, if different from the applicant.
3. A scaled site plan detailing elements of the proposal and showing adjacent properties and uses. (3 copies, 8.5 x 11)
4. Photos of the existing conditions.
5. Scaled elevations, sections and perspectives of proposed building improvements. (3 copies color, 8.5 x 11)
6. Authorization for Property Access signed by the Owner. (Pg. 2 of this application form)
7. Fee

Applicant Name (Print Clearly): \_\_\_\_\_ Company \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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**OFFICE USE ONLY:** Application Reviewed and Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

File History: \_\_\_\_\_

\_\_\_\_\_

Bldg. Dept. Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AUTHORIZATION FOR PROPERTY ACCESS

(In signing this application,) I authorize members of the City’s Building Department and Planning and Development Department access to my property for the limited purposes of photographing and verifying location and dimension of the area affected by my Architectural Board of Zoning Appeals applications and requests. A landlord of a single tenant structure must provide the written consent of the tenant. The City employee will, in case of one, two or three tenant structure, attempt to notify those residing on the property immediately prior to coming onto the property. In the case of a multi-tenant structure, the City employee will notify the building manager.

Any dog(s) on property? \_\_\_\_\_Yes \_\_\_\_\_No

**Please Print or Type:**

Owner/Agent Name: \_\_\_\_\_

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

Owner/Agent Phone: \_\_\_\_\_

Tenant Name \_\_\_\_\_ Tenant Phone \_\_\_\_\_

\_\_\_\_\_  
Owner/Agent Signature

### 2012 Calendar Board of Zoning Appeals

Month	Application Deadlines 12:00 PM		Pre-Review Meeting 6:00 PM - Law Conference Room		Review Meeting 6:30 PM - Auditorium	
January	Wednesday	01-04-12	Thursday	01-19-12	Thursday	01-19-12
February	Wednesday	02-01-12	Thursday	02-16-12	Thursday	02-16-12
March	Wednesday	02-29-12	Thursday	03-15-12	Thursday	03-15-12
April	Wednesday	04-04-12	Thursday	04-19-12	Thursday	04-19-12
May	Wednesday	05-02-12	Thursday	05-17-12	Thursday	05-17-12
June	Wednesday	06-06-12	Thursday	06-21-12	Thursday	06-21-12
July	Wednesday	07-03-12	Thursday	07-19-12	Thursday	07-19-12
August	Wednesday	08-01-12	Thursday	08-16-12	Thursday	08-16-12
September	Wednesday	09-05-12	Thursday	09-20-12	Thursday	09-20-12
October	Wednesday	10-03-12	Thursday	10-18-12	Thursday	10-18-12
November	Wednesday	10-31-12	Thursday	11-15-12	Thursday	11-15-12
December	Wednesday	12-05-12	Thursday	12-20-12	Thursday	12-20-12

**PLEASE NOTE:** Applications are submitted to the Building Department. It is recommended to submit them **prior** to the application deadline to review applications. Applications are due before **noon** on the dates indicated above. This will allow the Building Department to review the applications for completeness. **Late or incomplete applications cannot be accepted.**

**Pre-Review Meetings** for the Board begin at **6:00 P.M.** in the **Law Department** conference room.

**Review Meetings** will commence at **6:30 P.M.** in the **Auditorium** of Lakewood City Hall located at 12650 Detroit Avenue unless otherwise indicated. You or your representative **MUST** attend the review meeting in order for an application to be reviewed. Please use the western entrance.