

**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. (1 copy, 8.5 x 11)
4. Photos of the existing conditions.
5. Scaled elevations, sections and perspectives of proposed building improvements. (1 copy 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: _____

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

2017 Calendar Board of Zoning Appeals

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

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 **Council 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.

EXHIBIT A

SUMMARY POINTS OF VARIANCES IN LAKEWOOD BOARD OF ZONING APPEALS MEETING

FOR A VARIANCE TO BE GRANTED, the Board must get sufficient information from your presentation to determine if the following four points exist:

1. That there exists practical difficulty or unnecessary hardship that would deprive the owner of a reasonable use of the land or building. Financial problems are not considered a hardship under the ordinances.
2. That there are special circumstances unique to such land and that with the strict application of the ordinances, we would deprive the owner of a reasonable use of the land.
3. That the granting of the variance is necessary for reasonable use of this property and is the minimum variance that will accomplish this.
4. That the granting of the variance will be in harmony with the intent of the ordinances of Lakewood and will not be harmful to the neighborhood or public welfare.
5. That the other elements of the practical difficulty or unnecessary hardship test are met, as provided for under the ordinances.

This Board is composed of volunteer citizens serving without financial compensation. The Charter and Ordinances of the City of Lakewood set the Board's power.

All interested persons may take notice that all documents included with an application for the Board, or any application addenda, statements, maps, diagrams, sketches, photographs, or other materials, Proffered to the board by any person (whether present at the hearing, or not), shall be considered by the Board prior to rendering its decision on the application.

No permits shall be issued unless submitted plans conform to those approved by the Board. In the event there exists a deviation or modification between the approved plans and any plans subsequently submitted to the city, other than a minor or insignificant deviation as determined by the Commissioner, a successive variance request must be filed and heard to address said deviation.

