

# *City of Seven Hills, Ohio*

## ZONING BOARD OF APPEALS

### Instructions

1. State address or permanent parcel number for which Variance is being requested.
2. Type or print full name of person presenting application.
3. List complete mailing address and telephone number of person presenting application.
4. Type or print full name of person, firm, corporation or partnership seeking to be heard by the Board.
5. List mailing address and telephone number of person, firm, corporation or partnership. If mailing address to which notice of meeting is to be sent is different, please note.
6. If an attorney will represent you, indicate his name, address and telephone number.
7. **Twelve (12)** drawings or plans should be included with request to clarify matters and to avoid misunderstandings.
8. State in your own words all-pertinent information involved in this matter. If your information is not complete, it may be necessary for the Board to request additional information before this matter can be set on its agenda.
9. Bring to this hearing any documents, drawings, photos, other materials or evidence along with your testimony to help demonstrate your need for the variance.
10. Indicate action you are requesting the Board to take. For example:

“The Board is requested to grant a Variance in this instance because  
of the hardship which now prevails”

THIS APPLICATION MUST BE SIGNED AND DATED BY THE APPLICANT

Upon receipt of a valid request, the Board will in due course notify the applicant as to the date upon which it will hear the matter requested or such other action as it will take regarding the matter.

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

One copy of the completed application is to be submitted along with the fee.

Our mailing address is:      City of Seven Hills  
   Building Department  
   7325 Summitview Drive  
   Seven Hills, Ohio 44131

Make check payable to the **City of Seven Hills**. Residential Fee - **\$75.00**      Commercial Fee **\$150.00**