

APPEAL TO THE BOARD OF ZONING ADJUSTMENT

DEPARTMENT OF BUILDING
AND ZONING SERVICES

111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-4522 • Email: ZoningInfo@columbus.gov • www.bzs.columbus.gov

OFFICE USE ONLY

Application Number: _____
Date Received: _____
Commission/Group: _____
Existing Zoning: _____ Application Accepted by: _____
Comments: _____

LOCATION

1. Certified Street Address _____
City, State & Zip _____
Parcel Number (only one required) _____

OWNER OF RECORD

2. Name _____
3. Address, City, State & Zip _____
4. Phone # _____ Fax # _____ Email _____

Check here if listing additional property owners on a separate page.

APPELLANT (You are required to supply a Power of Attorney form at the time of application, if different from the owner.)
(Must be attorney in fact for the owner.)

5. Name _____
6. Address, City, State & Zip _____
7. Phone # _____ Fax # _____ Email _____

ATTORNEY/AGENT (CIRCLE ONE)

8. Name _____
9. Address, City, State & Zip _____
10. Phone # _____ Fax # _____ Email _____

SIGNATURES

11. Appellant Signature _____
12. Property Owner Signature _____
13. Attorney/Agent Signature _____

Statement of Appeal

APPLICATION # _____

C.C. Section 3307.05 Duties of Board

The board of zoning adjustment shall hear and decide appeals from any persons affected by any order, requirement, decision or determination made by the Director in the administration or enforcement of this Zoning Code except for those matters subject to the jurisdiction of the Graphics Commission or the Board of Commission Appeals. The board shall also hear and decide requests for special permits and variances (except for those under the jurisdiction of City Council, the Graphics Commission or the Board of Commission Appeals) and any other matter upon which it is required to pass under the Zoning Code.

C.C. Section 3307.07 Appeals to the Board

The board of zoning adjustment shall hear appeals upon application and within such time as shall be set by rule of the board. The board may reverse, affirm, or modify the order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination, as in its opinion and consistent with this Zoning Code ought to be made and to that end shall have the powers of the office from which the appeal is taken.

The board shall not entertain any appeal applied for more than twenty (20) days after the date of the order, requirement, decision or determination appealed from or within such different time as may be specifically provided in this Zoning Code.

Please summarize below (or on a separate page) your reason(s) for this appeal and from what code section(s) you are seeking relief.

I have read Section CC. sections 3307.05 and 3307.07, and believe my application for relief from the requirements of the Zoning Code is justified.

SIGNATURE OF APPELLANT _____ **DATE:** _____

Board of Zoning Adjustment APPEALS

Purpose of this form:

The purpose of this form is to provide staff and the Board of Zoning Adjustment with information concerning your request for an appeal of a Zoning Code violation order, requirement, decision or determination.

What is an Appeal to the Board of Zoning Adjustment?

An appeal is a request to the Board of Zoning Adjustment for review and decision on an order having legal force (a Zoning Code violation order) or any order, requirement, decision or determination made in the administration and enforcement of the Zoning Code except in those matters subject to the jurisdiction of the Graphics Commission.

An appeal is used when there is a question whether a code violation actually exists relative to the application of law (the Zoning Code), not to request a variance (Example: A violation order states the stored vehicle is unlicensed and inoperable. An appeal would address whether the car is stored, not to argue that the vehicle will run if a motor is installed). An appeal is used to interpret the correct meaning or application of the Zoning Code.

An appeal is not to be used for the purpose of determining whether the Zoning Code is fair, justified or should be changed. The Board of Zoning Adjustment does not have the authority to change existing codes.

An appeal is not to be used as an extension of time on a violation order. Extensions are negotiated with the inspector and/or his supervisor.

The items listed below are required to file an appeal to be heard by the Board of Zoning Adjustment. Incomplete applications without the required items will be accepted and scheduled, but may jeopardize your case at the hearing.

Required with application (3 copies of each):

- Application Form
- Statement of Appeal
- Copy of citation, if code violation

Suggested to be provided by the applicant at the hearing (8 copies of each):

- Site plan drawn to appropriate scale
- Any pertinent correspondence between appellant and city
- Zoning District of property
- Any other pertinent information