

CITY OF EASTLAKE  
BUILDING DEPARTMENT  
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**ZONING BOARD OF APPEALS**

1. Upon the Building Departments rejections of proposed plans that are inconsistent with zoning specifications, a potential applicant is to be informed of his right to appeal to the Eastlake Zoning Board of Appeals by the Building Department.
2. If the building administrator is of the opinion that the rejected plans are incongruent with the master plan for the City of the Codified Ordinances, and that the Zoning Board of Appeals will have no authority to rule on a variance as outlined in the Codified Ordinances, he/she may so inform the potential applicant, stating that he/she does, however, still have a right to an appeal.
3. Should this right be chosen, an application for a request for variance may be picked up from the Secretary of the Zoning Board of Appeals prior to the next scheduled meeting. At this time the Secretary will inform the applicant of the requirements for completion of the form and its necessary attachments.
4. All new applications for variance will be reviewed at meetings by the Board of Acceptance prior to the scheduled business of each meeting. If at that time any member of the Board is of the opinion that the request for variance may not be acted upon by the Zoning Board of Appeals due to its opposition with the master plan, he/she shall so state, and an executive session may be called, with the full knowledge of its purpose by the public in attendance.
5. If the Board unanimously determines that no variance may be granted due to code restrictions, the applicant will be so informed and allowed to withdraw both the application and any filing fees submitted.
6. Should the applicant still choose to pursue the Due Process of Law, he/she is entitled to a public hearing. The application will then be accepted and a hearing scheduled as per Codified Ordinance 1163, powers of the Zoning Board of Appeals.
7. At the scheduled hearing, the case shall be heard in entirety, and acceptance or rejection will be submitted at the public hearing.