

## **BOARD OF ZONING APPEALS (BZA) SUBMITTAL PROCESS Variances and Appeals of Administrative Decisions**

(Chapters 1272.10 & 1272.11)

The Board of Zoning Appeals reviews variances to the zoning code, interpretations of the zoning text and map and administrative decisions made by the Planning and Zoning Department.

## **Pre-Application Meeting**

- Applicant
- Planning & Zoning Department
- Other staff and agencies as required

Submission of BZA Application (per submission schedule \*)

- Appropriate Plans and Fees
- Staff Review
- Staff Report
- Public Hearing Notice

## **BZA Public Hearing**

- BZA approve(s) application, approves with conditions or denies application
- If approved, the request is effective immediately unless otherwise stated.