

ROCKY RIVER BOARD OF ZONING & BUILDING APPEALS
INSTRUCTIONS TO APPLICANTS

MEETINGS: 2nd Thursday of each month at 7:00 P.M. – Council Chambers, First Floor of City Hall.

DUE DATE FOR SUBMITTALS: 2 weeks (14 days) prior to the scheduled BZA meeting. Late or incomplete submittals will not be forwarded to the Board for inclusion on the upcoming agenda.

WHO MUST ATTEND: A representative, including the property owner, must be present at the BZA meeting for all variance requests.

APPLICATION FEE: Residential Variance - \$100.00 first variance + \$35.00 each additional variance
Commercial Variance - \$150.00 first variance + \$35.00 each additional variance request.

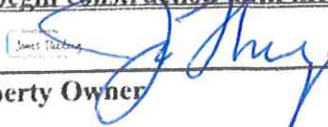
SUBMISSION REQUIREMENTS: Please provide 10 sets of the following:

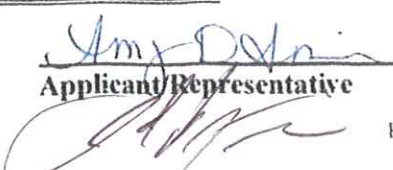
- 1) **Appropriate Building Permit Application** for your project. (i.e., Building Permit Application, Fence Permit Application, Accessory Permit Application, etc.)
- 2) **This fully completed Variance Application**, which includes a written explanation of the project. Please refer to the Typical Variance Sheet for guidance on which standard (Practical Difficulty **OR** Unnecessary Hardship) applies to your request – only complete questions under the appropriate heading.
- 3) **Detailed site drawing**, showing all existing structures on the subject property, as well as structures on affected neighboring properties. Dimensions of all existing structures (length, width and height, where appropriate). All proposed structures/improvements must also be shown on the site drawing, with dimensions and distances from property lines clearly labeled. **IMPORTANT: Mark the corners of additions, a/c condensers or whatever applies to your variance.**
- 4) **Elevation drawings** (for pergola, garage, addition or exterior alteration).
- 5) **Photographs** of your property with the structure you are asking for a variance for clearly staked. Also submit photos of affected adjacent properties. Submit a photo example of proposed fences and storage sheds.
- 6) **Support letters** from surrounding property owners, if available.
- 7) **PLEASE NOTE THAT THE GRANTING OF A VARIANCE IS NOT A BUILDING PERMIT. PLEASE CHECK WITH THE BUILDING DEPARTMENT TO BE SURE YOU HAVE YOUR PERMIT AND CAN START CONSTRUCTION.**
- 8) Email your entire submission to dminek@rockyriverohio.gov. When he reviews it and gives you the OK, provide 10 stapled sets of the entire submission.

Rocky River Board of Zoning & Building Appeals, City of Rocky River Building Department, 21012 Hilliard Blvd., Rocky River, Ohio 44116. Call 440-331-0600 ext. 2037 with questions.

(Applicants may not communicate with or present information relating to their variance request to any Board member directly. Communications must be submitted to the Building Department for delivery to the Board.)

I, (the owner/applicant) understand that upon the granting of my variance request from the BZA, a separate Permit Application fee will be due prior to the issuance of the Building Permit. I will not begin construction until the Building Permit has been issued.

 8/19/26
Property Owner Date

 8/19/26
Applicant/Representative Date

TYPICAL VARIANCE SHEET

Please check appropriate box and answer questions as directed.

	Check as Applicable	VARIANCE STANDARD
Any functional, land or building USE not specifically permitted in either a particular zoning district, or otherwise not permitted by the Development Code	☐	(Use) Unnecessary Hardship
ADDITIONS & BUILDINGS: <i>(Complete Building Permit Application)</i>		
Rear, side & front setbacks	☐	(Area) Practical Difficulties
Coverage (>28%)	☐	(Area) Practical Difficulties
DRIVEWAYS: <i>(Complete Building Permit Application)</i>		
Width	☐	(Area) Practical Difficulties
Distance from property line	☐	(Area) Practical Difficulties
Circular if lot width is <90'	☐	(Area) Practical Difficulties
SIGNS: <i>(Complete Sign Permit Application)</i>		
Area allowed (maximum sq. ft.)	☐	(Area) Practical Difficulties
Height	☐	(Area) Practical Difficulties
Front setback	☐	(Area) Practical Difficulties
Lot width <100'	☐	(Area) Practical Difficulties
Number of items of information	☐	(Area) Practical Difficulties
On side of building	☐	(Area) Practical Difficulties
FENCES: <i>(Complete Fence Permit Application)</i>		
Height or Openness	☐	(Area) Practical Difficulties
Front Yard (in setback)	☐	(Area) Practical Difficulties
ACCESSORY BUILDINGS (Play Structures, Storage Sheds: <i>(Complete Accessory Structure Permit Application); Detached Garages:</i> <i>(Complete Building Permit Application)</i>		
<u>Note:</u> Total square footage of all accessory buildings, including detached garages, is not to exceed 600 square feet.)		
Height	☒	(Area) Practical Difficulties
Setback from property line	☐	(Area) Practical Difficulties
Square footage	☐	(Area) Practical Difficulties
Air Conditioners and Generators: <i>(Complete HVAC Permit for A/C or Electrical Permit for Generators)</i>		
In side yard <10' from property line or in front yard	☐	(Area) Practical Difficulties
Parking: <i>(Complete Building Permit Application)</i>		
< the number of spaces required	☐	(Area) Practical Difficulties
Setback from property line	☐	(Area) Practical Difficulties

August 19, 2026

The Great Garage Company
1309 Ridge Rd.
Suite 4
Hinckley, OH 44233
Office: 440-230-9900
John D'Amico

The City of Rocky River
Board of Zoning Appeals
Re: Property located at 1068 Morewood Pkwy.

Dear Board,

Our client, James and Shelly Theiling, requests permission to construct a 20' x 22' detached garage located on the same sideline footprint as the existing garage. They are seeking a one-foot height variance to allow a 16-foot maximum height garage vs. the 15' allowable height.

The responses below correspond directly to the order of the questions on the Practical Difficulties Questionnaire."

A) The lot is irregularly shaped and narrows toward the back. The rear property line also indents inward, further reducing the usable backyard space. In terms of topography, the grade drops 18 to 20 inches over 48 feet from the back of the house to the property line.

B) The extra 1' in height will allow a little extra room for light attic storage for seasonal items.

C) We don't feel the one foot height variance is substantial.

D) The proposed variance will preserve the neighborhood's essential character. Throughout the city, many garages are at 16' or higher.

E) Municipal services will not be affected by this setback adjustment.

F) At the time of purchase 26 years ago, the homeowners were unaware of these specific zoning constraints.

G) The homeowners did not create any of the unique circumstances or conditions impacting this property.

H) The homeowners currently utilize the lower-elevation of the rear yard as a hardscaped patio. The light storage in the attic allows them to keep the garage smaller.

I) We believe the spirit of the ordinance will be maintained, given that many area garages are at 16' or higher.

J) We believe no special privilege is being conferred here.

K) Enforcing the literal interpretation of the code would greatly reduce the useable space for light attic storage

We ask that the board would strongly consider our recommendation.

Thank You,

John D'Amico
The Great Garage Company