

CITY OF BEREA
11 Berea Commons, Berea, Ohio 44017
Building Department Phone: 440/826-5812

VARIANCE REQUESTS

INSTRUCTIONS TO APPLICANTS regarding “HARDSHIP LETTER”

By authority of the Berea Municipal Planning Commission, and in accordance with Article VIII, Chapter 807 of the Berea Zoning Code, the following information is required in your “Hardship Letter” when making application for variances before the Planning Commission.

- **Address the letter to the “Members of the Berea Municipal Planning Commission.” In the subject line write “Hardship Letter.” Make sure the letter is signed and dated; submit 12 copies.**
- **In the letter describe why one or more variances are needed, and state the conditions or hardships which prevent your compliance with the code.**
- **In the letter describe what hardships you would experience if one or more variances were not granted.**

PLEASE NOTE THE FOLLOWING:

- 1) Financial hardships or conditions do not constitute a hardship under the code.
- 2) All property owners within 200 feet of the property which is the subject of the variance will be notified of your request.
- 3) If variances are granted, there is a 20-day waiting period after Planning Commission approval before permits may be issued.