

## ORDINANCE NO. 32-18

BY: **VITO DIPIERRO**  
 (By Request – Building Commissioner)

AN ORDINANCE TO ENACT SECTION 1503.035 ENTITLED “VARIANCE APPLICATION REQUIREMENTS” OF THE CODIFIED ORDINANCES OF THE CITY OF PARMA, AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARMA, STATE OF OHIO:

Section 1. That Section 1503.035 “Variance Application Requirements” within Chapter 1503 “Board of Building Appeals” in Part 15 “Building” of the Codified Ordinances of the City of Parma is hereby enacted to read as follows:

**1503.035 VARIANCE APPLICATION REQUIREMENTS**

**(A) APPLICATIONS FOR VARIANCE SHALL CONTAIN AT LEAST THE FOLLOWING INFORMATION:**

**(1) THE NAME, ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS OF THE APPLICANT AND/OR AGENT;**

**(2) A STATEMENT OF THE REASON(S) FOR REQUESTING A VARIANCE;**

**(3) ANY OTHER INFORMATION THE BUILDING COMMISSIONER MAY REQUIRE;**

**(B) THE APPLICANT SHALL PAY A FEE TO THE DIRECTOR OF PUBLIC SAFETY AS SET FORTH IN CHAPTER 185 OF THE ADMINISTRATIVE CODE (THE GENERAL FEE SCHEDULE).**

**(C) THE APPLICANT SHALL PAY POSTAGE FOR THE REQUIRED NOTIFICATIONS.**

**(D) THE BUILDING COMMISSIONER SHALL THEN CERTIFY FOR HEARING BEFORE THE BOARD ON THE APPLICATION FOR THE VARIANCE REQUEST.**

Section 2. That the purpose of enacting Section 1503.035 “Variance Application Requirements” of the Parma Codified Ordinances is to update the application process to include submission requirements and to require the applicant to pay for postage of notifications.

Section 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council; and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the City of Parma, and for the further reason that this section can be added into the Parma Codified Ordinances as soon as possible, and this Ordinance shall become immediately effective upon receiving the affirmative vote of two-thirds of all members elected to Council and approval of the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
CLERK OF COUNCIL

FILED WITH  
THE MAYOR: \_\_\_\_\_  
MAYOR, CITY OF PARMA, OHIO