



# APPLICATION FOR BOARD OF ZONING APPEALS

## INSTRUCTIONS

1. Complete Sections 1 through 9 of this application.
2. See Page 4 for complete application instructions.
3. Application submission deadline is no later than 4:00 p.m. on the 30<sup>th</sup> day prior to the next BZA meeting date. This date may be revised due to holidays that affect publication deadlines.

(updated Nov2017)

See Page 4 of this application for more information regarding the submission deadline and possible deadline changes. Submission deadline is firm. Late submissions are placed on the next meeting agenda.

1. Appellant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

2. Address of PROPERTY involved in appeal \_\_\_\_\_

Legal Description \_\_\_\_\_

3. Appellant's interest in property:  Owner  Other (specify) \_\_\_\_\_

Attach Proof of Ownership of property, consisting of title insurance, purchase agreement. If you are applying on behalf of the owner, a notarized letter of authorization from the property owner must also accompany this application as well as proof of ownership.

4. Decision being appealed is  Building Official or  Other (specify) \_\_\_\_\_

The specific decision being appealed is attached  YES  OR is fully described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of decision being appealed \_\_\_\_\_

BOARD ACTION

GRANTED  DENIED

DATE HEARING SCHEDULED

CASE NUMBER

CITY USE ONLY

**City of Northville  
BOARD OF ZONING APPEALS**

**APPELLANT'S STATEMENT OF GROUNDS FOR  
APPEAL AND VARIANCE REQUESTED**

**5. GROUNDS FOR APPEAL. This appeal is being made on the grounds that:**

~ Check appropriate items ~

The Zoning Ordinance is available on the City's website. <http://www.ci.northville.mi.us/Services/Building/ZoningOrdinance.asp>

- (a) Appellant alleges that there is an ERROR in the decision or order being appealed. (Article 25, Section 25.04.a)
- (b) Dimensional Variance: Appellant alleges that strict application of the provisions of the Zoning Ordinance will result in PRACTICAL DIFFICULTIES upon the owner, because of the unique physical characteristics or other extraordinary or exceptional conditions of the property. Five criteria will be used to evaluate the variance request, as listed in Article 25, Section 25.04.b. The applicant must address these criteria in Item #6 of this application. **See #6 below for survey requirement.**
- (c) Use Variance: Appellant alleges that the property cannot be reasonably used for any of the uses allowed within the current zoning district designation, and that the unique circumstances peculiar to the property results in exceptionally UNDUE HARDSHIP upon the owner. Six criteria will be used to evaluate the variance request, as listed in Article 25, Section 25.04.c. The applicant must address these criteria in Item #6 of this application.
- (d) Appellant alleges that an exception or interpretation on the Zoning Map is necessary to preserve and promote the character of the zoning district (Article 25, Section 25.04.d).
- (e) Appellant requests approval for TEMPORARY BUILDING, or after review and comment by the Planning Commission, a TEMPORARY USE (Article 25, Section 25.04.e).
- (f) Appellant requests approval to expand, extend, or enlarge a NON-CONFORMING USE (Article 22, Section 22.01.3).
- (g) Appellant requests approval to expand, extend or enlarge a NON-CONFORMING STRUCTURE (Article 22, Section 22.01.4).

**6. A complete statement, including necessary drawings and other material, regarding the alleged practical difficulty or hardship and/or other conditions or circumstances, which the appellant feels is justification of the appeal is  attached – OR is described below. *NOTE: A property survey, prepared and sealed by a certified surveyor is required for all Dimensional Variance requests. The survey must show the site features and dimensions that are the subject of the variance request. A mortgage survey does not meet this requirement and shall not be accepted.***

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**7. ZONING ORDINANCE SECTIONS – for which a variance, exception, or interpretation is requested:**

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**8. NATURE AND EXTENT OF VARIANCE REQUESTED. A complete statement, including necessary drawings, regarding the specific variance or interpretation being requested is  attached – OR is described as follows:**

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**9. A complete statement as to the grounds for this appeal, and the nature and extent of the variance being requested is noted on page 2 of this application. The applicant hereby affirms that the statements contained herein on pages 1, 2, and 3 are true and complete to the best of their knowledge & belief.**

**The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the appellant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. The applicant must complete and sign this section or the application will not be accepted.**

Signature of Applicant\*\* \_\_\_\_\_ Date \_\_\_\_\_

Print Applicant's full legal name (individual or company) \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Telephone Number \_\_\_\_\_

**\*\*If the Applicant is not the owner, a notarized letter of authorization from the property owner must accompany this application (see Page 1, #3)**

# PROCEDURES TO APPEAR BEFORE THE BOARD OF ZONING APPEALS

## APPLICATION DEADLINE AND MEETING INFORMATION

- **Submission deadline (Please read this entire section):** The application submission deadline is 4:00 p.m. on the 30<sup>th</sup> day prior to the BZA meeting date. **This date may be revised and moved earlier due to holidays that affect newspaper publication submission deadlines, or for submission dates that fall on a Saturday or Sunday.**

If the submission deadline is moved to a date earlier than the 30<sup>th</sup> day prior to the meeting, that is the deadline that prevails. **Check the City’s website for the current list of application submission deadlines.**

<http://www.ci.northville.mi.us/Government/BoardsAndCommissions/ProceduresToAppear.asp#Zoning>

**Please note:** submitting by the deadline does not ensure your case will be heard at the next BZA meeting. The City Planner will review your application and supporting documentation and determine if your case has the information needed to properly notice the public hearing. If your application is deficient, your case will be deferred to the following month’s meeting, pending submission of the required information.

The submission deadline is firm. Late submissions will be placed on next meeting agenda.

- Board of Zoning Appeals meetings are held the first Wednesday of the month at 7:00 p.m. at the City of Northville Municipal Building. If there is a change in the meeting date or time, the change will be posted in City Hall and on the City’s website.
- The applicant or a representative should be present at the meeting to answer BZA members’ questions.
- Prepare for the meeting by reviewing minutes of previous BZA meetings. BZA minutes are available on the City’s website (<http://www.ci.northville.mi.us/ReferenceDesk/Minutes/MinutesOverview.asp>).

## APPLICATION INSTRUCTIONS

- Complete Sections 1 – 9 of the application in its entirety.
- Attach Proof of Ownership of property, consisting of title insurance, purchase agreement. If you are applying on behalf of the owner, a notarized letter of authorization from the property owner must also accompany this application as well as proof of ownership.
- If this is a Dimensional Variance request, a sealed property survey is required as described in #6. A mortgage survey does not meet the requirement and shall not be accepted. Lack of sealed survey will defer your application to the following month’s BZA meeting.
- Make 18 copies of the completed application and 18 copies of any back up documentation required to support your appeal (i.e. denial letter from Building Official, site plan, pictures, plot plans, sealed property survey, proof of ownership, etc). Lack of required information may delay your appeal being heard at the next BZA meeting.
- Assemble 18 identical packets and submit the packets to the Building Department as follows:
  1. The Application must be on the top of each packet. The application must be signed.
  2. Back up documents must be folded to the same size as the application.  
Applications submitted in “pocket style folders,” with documents in each folder pocket, will not be accepted. **Submissions in individual folders, binders, etc. will not be accepted.**
  3. Submissions not in identical packets as outlined above are not accepted.
  4. Fees are due when you submit the application. Applications submitted without fees are not considered a timely submission, and shall be deferred to a future meeting.

### FEES:

Variance Application – Single Family Residential	\$250
Variance Application – All Other Uses	\$350

**FEES NOTE:** When a quorum is present and the applicant declines to have their case heard, the applicant shall re-apply to the BZA. Applicant shall pay the application fee and provide 18 complete sets (application & all required documents) by the BZA submission deadline.