Board of Zoning Appeals Application

I. Property and Applicant Information

a) Address of subject property: _____

b) **Applicant**

Identify the person(s) requesting the variance:

Name: _____ Phone:_____

Address:_____ email: _____

c) **Applicant Interest**

Identify the Applicant's legal interest in the property:

a. Property Owner b. Land Contract Vendee

c. Purchaser by option or purchase agreement d. Lessee

e. Other, please explain _____

d) **Property Owner Information**

Name: _____ Phone: _____

Address:_____ email: _____

e) **Agent**

Identify any person representing the owner or applicant in this matter:

Name: _____ Phone: _____

Address:_____ email: _____

II. Submittal Requirements – *Applicants must meet with the Director of Public Services before submitting an application to review the proposal*

a) Completed Application and application fee ($750)

b) Site Plan and Elevations (See section III for details)

c) Digital copy of application and plans

d) Additional information as requested

e) Application must be submitted 4 weeks before the meeting date

III. Variance Justification

It is the burden of the applicant to present sufficient evidence to the Board of Zoning Appeals which justifies the variance request. Unless the Board has enough evidence to make a determination a variance cannot be granted.

You must prove, to the satisfaction of the Board, that you have a practical difficulty in complying with the City's ordinance. The Michigan Court of Appeals has applied the following principles in dimensional variance court cases which **collectively** amount to the showing of a practical difficulty:

- The plight is due to unique circumstances of the property and is not shared by neighboring properties in the same zone
- The problem or hardship is not self-created
- Strict compliance with the standard would unreasonably prevent the landowner from using the property for a permitted use, or would render conformity necessarily burdensome
- The particular request, or a lesser relaxation of ordinance standard, would provide substantial justice to the landowner and neighbors

The applicant or persons acting in his/her behalf should be prepared to discuss the exact size and dimensions of the proposal, the physical characteristics of the property, and be prepared to discuss the necessity of the variance in detail. In the space below, please state the principal points upon which the appeal is made. You may attach additional sheets if necessary.

a) **The plight is due to unique circumstances of the property and is not shared by neighboring properties in the same zone.**

Please identify any unique or unusual conditions present to justify a variance:

_____
_____
_____
_____

b) **The Board can only grant a variance if the above-described conditions, or hardship, is not self-created.**

Explain why the above conditions should not be regarded as self-created:

_____
_____
_____
_____

c) **The variance request, or a lesser relaxation of ordinance standard, would provide substantial justice to the landowner and neighbors.**

Describe or identify other properties in the district enjoying the same property rights you are requesting:

_____
_____
_____
_____

d) **The Zoning Board of Appeals can consider evidence of hardship or quality of life if a variance is not granted if strict compliance with the standard would unreasonably prevent the applicant from using the property for a permitted use, or would render conformity necessarily burdensome.**

Please explain the hardship or practical difficulty that will result if a variance is not granted:

_____
_____
_____
_____

e) **It is the objective of the Zoning Ordinance to establish minimum standards in the interest of public health, safety, comfort, convenience and general welfare in the City of Grosse Pointe Farms. The Board can only grant a variance if there will not be substantial detriment to the neighboring property and will not be contrary to the spirit and intent of the Zoning Ordinance.**

Explain why granting a variance will not be detrimental to the neighboring property. Also, provide information on how the impact of this project may be minimized:

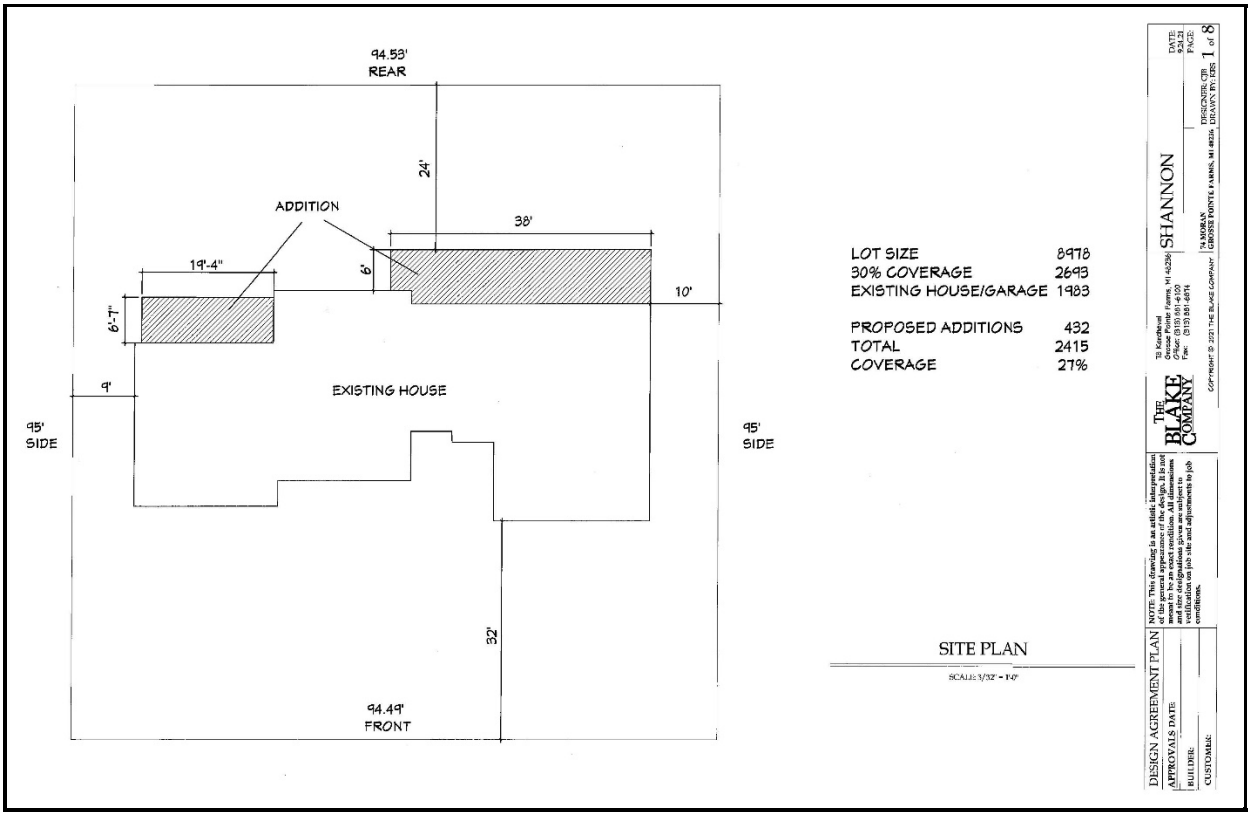
_____
_____
_____
_____

III. Site Plan/Elevations

Please attach any relevant drawings or plans necessary to demonstrate the exact location of the intrusion or area that will be impacted by a variance. Plans must contain the following information;

- Site plan showing all property and setback lines (existing and proposed)
- Elevations (existing and proposed)
- Lot coverage percentage must be provided (existing and proposed)
- Plans must be to scale, engineering or architectural drawings preferred
- Clearly indicate the location of the requested variance.

Site plan example



IV. Request to be placed on agenda and signature

The undersigned hereby requests a review and approval of a variance from provisions of the City of Grosse Pointe Farms Zoning Ordinance as described herein and authorizes City elected officials and employees to inspect the site of the proposed work.

Further, the applicant affirms and acknowledges the following:

- That the applicant will make reasonable efforts to contact adjacent neighbors. Adjacent neighbors mean contiguous properties and those across the street who reasonably have a line of sight to a new building or building modification affected by the applicant's proposal to show and discuss the proposed work prior to the public hearing date set for this appeal.
- That the granting of the appeal or other favorable decisions does not relieve the applicant from compliance with all other provisions of the Zoning Ordinance or other codes adopted by the City of Grosse Pointe Farms.
- That the applicant has legal interest in the property as described on this application.
- That the applicant will comply with any and all conditions imposed by the Board of Appeals in the granting of the requested variance or other favorable decisions.
- That the statements contained in this application and any attachments are true and correct to the best of his/her knowledge and belief.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

If the applicant is not the property owner, the property owner must read and sign below.

The undersigned hereby affirms and acknowledges that he/she/they are the owner(s) of the property described in this application, and hereby authorizes the applicant to submit this application and represents the undersigned in the matter being reviewed before the Zoning Board of Appeals.

Signature of Property Owner:_____ Date: _____

Signature of Property Owner:_____ Date: _____