

PLANNING & DEVELOPMENT SERVICES

4550 Walnut Lake Road
 West Bloomfield, MI 48323
 P. (248) 451-4818
 F. (248) 451-4871
 wbtownship.org



ZONING BOARD OF APPEALS APPLICATION

| | |
|-----------------|-------|
| OFFICE USE ONLY | |
| Date: | _____ |
| Case #: | _____ |
| Fee: | _____ |

APPLICANT INFORMATION

| | |
|---|--------|
| Name: | Phone: |
| Address: | Email: |
| City, State and Zip | |
| Mailing Address: (if different from above) | |

PROPERTY FOR WHICH VARIANCE IS REQUESTED

| | |
|--|---|
| Address: | Sidwell #: |
| City, State and Zip | |
| Lot & Subdivision: | Zoning District: |
| ZBA History: <input type="checkbox"/> Yes <input type="checkbox"/> No | Case#: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied |

PROPERTY OWNER INFORMATION

Complete this section if applicant is not property owner

| | |
|---------------------|------------|
| Name: | Phone: |
| Address: | Alt Phone: |
| City, State and Zip | |

CHECKLIST FOR APPLICATION COMPLETENESS

ALL INFORMATION IN THIS SECTION MUST BE COMPLETED WHEN SUBMITTING APPLICATION

| | |
|--|---|
| <input type="checkbox"/> Variance Standards Form (<i>attached</i>) | <input type="checkbox"/> Elevations of Proposed Construction |
| <input type="checkbox"/> Plot Plan/Site Plan FOLDED | <input type="checkbox"/> Ever Been Denied by Building or Planning |
| <input type="checkbox"/> Structural Report for Additions | <input type="checkbox"/> Completed ZBA Application |
| <input type="checkbox"/> Proof of Ownership (copy of deed) | <input type="checkbox"/> PDF of Plans |

TYPE OF VARIANCE(S) THAT IS (ARE) REQUESTED

| |
|--|
| |
|--|

I hereby affirm that the above information is correct to the best of my knowledge and grant permission for Township Officials and /or Township Staff to conduct an on-site inspection.

| | | |
|-------|-----------------------------|---------------------------|
| _____ | _____ | _____ |
| Date | Signature of Applicant | Print Applicant Name |
| _____ | _____ | _____ |
| Date | Signature of Property Owner | Print Property Owner Name |



ZBA APPLICATION INSTRUCTIONS

General Information

1. Appeals to come before the ZBA must be submitted on the application form with all information typed or printed in ink and must be on original application. Additional pages may be attached, and any other information furnished that the applicant feels will aid the board in reaching their decision.
2. Complete and submit the application, required fee (see chart below), and plans to the Planning & Development Services Department. A preliminary review will be conducted by the Planning & Development Services Department prior to the assignment of a meeting date. Regular meetings are held at the township hall on the first and third Tuesday of every month at 5:30 p.m. ***you, or a representative for you, must be present.***
3. Two folded sets of the following information are required to be submitted for the preliminary review of **residential and commercial requests**. Once a preliminary review has been approved and/or any applicable revisions have been made, two updated full sets of plans as well as a PDF of the plans must be submitted.
 - a. Certified survey which must be drawn to 1:20 scale or similar showing the outline of the lot(s), existing structures, including decks above 3 ft. from grade, overhangs (must indicate the width of overhangs encroaching into the setback), impervious surface, lot coverage, location of exterior appliances and mechanical appliances (including screening) on property, sight lines, setbacks. This must also indicate the size and setbacks. The location of structures on adjacent properties must be shown for site line appeal requests. These must be signed and sealed by a registered surveyor or engineer.
 - b. Site plan (drawn to 1" inch = 20' feet scale) which shows the outline of the lot(s), existing and proposed structures or land uses including size, setbacks and overhangs (must indicate the width of overhangs encroaching into the setback). All proposed construction should include existing sight line on the plot plan. This includes decks 3 ft. above grade and deck sight lines.
 - c. Proposed floor plans, deck plans and elevations drawn to quarter inch scale (i.e. front, rear, and both side views) proposed floor plans should include overall dimensions (existing and proposed), room size dimensions and the room names. Elevations need to show dimensions to mid-point (front and rear elevations) and dimensions to the peak of the roof (front and rear elevations) and overhangs (must indicate the width of overhangs encroaching into the setback).
4. Fees shall be submitted as follows:

| | |
|---|----------|
| Residential, first variance | \$200.00 |
| Residential, each additional variance | \$50.00 |
| Residential, notice of violation | \$500.00 |
| Non-Residential, first variance | \$500.00 |
| Non-Residential, each additional variance | \$100.00 |
| Non-Residential, notice of violation | \$800.00 |

5. If approved, the appeal is good for one (1) year from the date of approval, unless otherwise specified. A permit from the Building Department or the Planning & Development Services Department may be required before construction is started.
6. It is highly recommended that all applicants review the attached materials in order to prepare for their case, review Section 26.7.16. of the Township Zoning Ordinance. It could greatly help your presentation by viewing in advanced a previous ZBA Meeting on Civic Center TV (<http://civiccentertv.com>) before presenting their case to the ZBA. Please feel free to schedule an appointment with the Zoning & Planning Manager to discuss details of your request prior to submitting your application. If you have any questions, please contact the Planning & Development Services Department at (248) 451-4818.



ZBA VARIANCE STANDARDS FORM

In accordance with **Section 26.7.16.4.C** of the Township's Zoning Ordinance, please state how the proposed variance request(s) meet the following criteria relating to your individual property. The more complete and accurate your responses are, the easier it will be for the ZBA to review the request.

*No variation from the provisions or requirements of the Zoning Ordinance shall be authorized by the Board unless the Board finds that the applicant has demonstrated **ALL** of the following to establish there is a practical difficulty in complying with the ordinance requirement:*

1. *There is an unreasonable impact or burden.* Strict compliance with the dimensional or other non-use requirements would unreasonably prevent the applicant from using the property for a permitted purpose, or would be unnecessarily burdensome.
2. *It is not self-imposed.* The condition was not created by the applicant or a previous owner of the property or reasonably discoverable by the owner.
3. *Unique features or circumstances.* The property has unique physical features, characteristics, or circumstances which are not due to general neighborhood conditions.
4. *Not a detriment.* Granting the variance will not result in any of the following: 1) a detriment to nearby properties; 2) will not impair an adequate supply of light and air to adjacent properties; 3) will not impair the property values in the surrounding area; and 4) will not cause public health, safety and/or welfare concerns.
5. *Necessary.* The variance is necessary for the preservation and enjoyment of a substantial property right similar to that enjoyed by other properties in the same zoning district and in the vicinity.

Date

Signature of Applicant