

**CITY OF WOODHAVEN, MICHIGAN
ZONING BOARD OF APPEALS APPLICATION**

FOR CITY USE	
Z.B.A. Application No. _____	Fee Paid \$ _____
Applicant's Name: _____	
Date Received _____	Received By _____

NOTICE TO APPLICANT:

Meeting of the Zoning Board of Appeals are scheduled for the 1st Wednesday of the month. These meetings are held at 7:00 p.m. at the Woodhaven City Hall, 21869 West Road. Application with all required information and applicable fees must be submitted to the Clerk's Office at least thirty (30) days prior to the meeting. Incomplete applications will be returned and no further action will be taken until all information is submitted.

GENERAL REQUIREMENTS:

The Zoning Board of Appeals (ZBA) is created to offer reviews and decisions when an interpretation of the Zoning Ordinance or zoning district boundary is questioned, when an order or decision of an administrative official or body is questioned, when the Zoning Ordinance empowers the ZBA to hear specific uses, or when a variance from the strict interpretation of the ordinance is sought to avoid a specific hardship. A hardship must involve a unique situation rather than one which represents a minor inconvenience. The ZBA is not a legislative body, it does not have the power to rezone or change uses. Any decision of the ZBA must comply with the basic spirit (intent) of the ordinance while maintaining the public health, safety and welfare of the area and the community at large. If your request represents a significant change from the established intent, then an amendment to the Zoning Ordinance may be the proper solution.

In order to expedite your request, it is required that you submit certain basic information to allow ZBA members the opportunity to properly understand and consider the request.

When providing the required information, you may attach additional or supplemental information if you feel it will be useful.

REQUIRED INFORMATION:

I. Name of Applicant/Owner Requesting ZBA Review and Opinion

A. Applicant

1. Name(s) _____

2. Address(s) _____

3. Phone(s) _____

4. Fax # _____

5. E-Mail Address _____

B. Owner of property if different than above

1. Names(s) _____

2. Address(s) _____

3. Phone(s) _____

4. E-Mail Address _____

C. Grant permission for Zoning Board members to conduct a site visit

Please check a box: YES NO

II. Location of Property - If a specific Site is involved

A. Street name and number if assigned:

B. Subdivision and lot number if platted or property tax identification number:

C. Please circle or otherwise mark location of site in question on copy of Woodhaven Zoning Map (or similar map) and attach to this application.

D. A drawing(s) indicating the following information shall also be attached to the application (such drawing shall be to scale) :

1. A drawing of the subject site, lot, etc., with property line dimensions.
2. The size and location of existing buildings and specific uses on the site.
3. The size and location of any proposed buildings and/or uses on the subject site.
4. Existing buildings and/or uses on adjacent properties.
5. Existing and proposed setbacks to buildings on the subject site and to buildings on adjacent parcels along any common property lines.
6. Such building or structural elevations and/or floor plans which may be important in determining particular heights, use area and/or site development needs.

E. You may also include photographs or other exhibits if you feel they aid clarifying your request.

III. Nature of Request - What are you specifically requesting?

Summarize your question or problem and reference the specific section(s) of the ordinance which are involved, (for example: My lot is located in an R-2 Single-Family District which requires a minimum side yard of six (6) feet with the total of both yards equaling at least 15 feet, Section 14.1 of the Zoning Ordinance. I wish to reduce the eastern setback to four (4) feet, the setback to the west will be 11 feet which provides a total of 15 feet. Therefore, I am requesting a variance from the minimum six (6) foot setback only).

IV. Effect of request on Applicant:

What specific problem(s) would be created to you as a petitioner if your request is not granted? What are the unique conditions which apply to your property or request as opposed to other properties in your area and the City at large?

V. Effect of Request on Other Properties

If your request is granted, what effect will it have on the area? Does your request represent a change in the types of uses permitted; will it hamper access by emergency vehicles of personnel; will it hamper or restrict light, air or access to adjacent properties; will it in any other way create any problems or concerns to other properties in the area?

PROCESSING PROCEDURE:

- I. Upon completion of the above information and submission of the application and related materials and/or exhibits, you will be scheduled to appear before the ZBA, and a public hearing will be held. This meeting/public hearing will only be scheduled when it is found that your application is complete and all necessary information is included. Incomplete applications will be returned to you and unnecessary delays will be encountered.

- II. At the meeting, after the public hearing has been conducted, the ZBA may take the following actions:
 - A. Approve the request subject to the terms and conditions set forth in the application.

 - B. Approve the request subject to amended and/or additional terms and conditions they feel are reasonable and appropriate to maintain the public health, safety and welfare. This may also include financial or other guarantees that will ensure your compliance with the stated terms of approval.

 - C. Deny the request as not being in the public interest and as being contrary to the basic spirit and intent of the Zoning Ordinance.

 - D. Table the request pending clarification of any additional problems or questions which may arise as a result of the public hearing.

ACKNOWLEDGEMENT AND CERTIFICATION:

It is hereby acknowledged that the applicant(s) has fully read and completed the above application. It is also understood that any approval of the ZBA involving site improvement use and/or construction does not relieve the applicant from obtaining other applicable authorizations, (for example: site plan, building and safety and engineering approval, etc.).

The applicant understands that the submission of incomplete or inaccurate information will result in delays.

Name of Owner or Petitioner
(Please print or type)

Phone #

Signature of Petitioner

Date

Signature of Owner if different than Petitioner

Date