



OFFICE OF COMMUNITY DEVELOPMENT

8140 Main Street • Dexter, Michigan 48130-1092 • 734-580-2233 • Fax (734) 426-5614

APPLICATION FOR ZONING BOARD OF APPEALS HEARING

Application for (check box):

Variance: Case #: _____

Appeal Date Received: _____

Residential (\$250) Non-Residential (\$350)

Complete Sections 1 through 9 of this application. Application submission deadline is no later than 4:00 pm on the 30th day prior to the next ZBA meeting date. See page 4 of this application for complete application instructions and information regarding the submission deadline and possible deadline changes.

1. Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Mobile Phone: _____ Home: _____ Office: _____

2. Address of the PROPERTY involved in appeal: _____

Legal Description: _____

3. Applicant's interest in property:

Owner Other* (specify): _____

***If applicant is not the OWNER of the PROPERTY, the following information must be provided and the property owner must sign page 3 of this application:**

Property Owner Name: _____

Address: _____

City: _____

Email: _____

Mobile: _____ Home: _____ Office: _____

4. What is being appealed:

A decision by the Zoning Administrator

Other (specify): _____

Have you attached the specific decision being appealed: Yes No

If not, please fully describe decision: _____

Date of decision being appealed: _____

5. GROUNDS FOR APPEAL. The appeal is being made on the ground that (check appropriate items):

- (a) Applicant alleges that there is an ERROR in the decision or order being appealed (24.03)
- (b) **Dimensional Variance:** Applicant 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. Six (6) criteria will be used to evaluate the variance request, as listed in Section 24.05 A. The applicant must address these criteria in Item #6 of this application.
- (c) Applicant alleges that an exception or interpretation of the Zoning Map is necessary to preserve and promote the character of the zoning district (Section 24.05C).
- (d) Applicant requests approval for a TEMPORARY BUILDING, Zoning Board of Appeals must seek a recommendation from the Planning Commission prior to taking any action on such request (Section 24.05C).
- (e) Applicant request determination regarding the alteration or modification of a NON-CONFORMING STRUCTURE OR BUILDING (Section 4.05).
- (f) Applicant requests approval of continuation of a NON-CONFORMING USE OF A STRUCTURE (Section 4.06).

The Zoning Ordinance is available on the City's website: <http://dextermi.gov/node/215>

6. Provide a complete statement, including necessary drawings and other material, regarding the alleged practical difficulty and/or other conditions or circumstances, which the applicant feels justifies the appeal described above (attached additional sheets as necessary).

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

8. Provide a complete statement regarding the nature and extent of the variance or interpretation being requested (attached additional sheets as necessary).

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

The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, cost, and/or expenses which are associated with this application whether approval of the application is granted or not.

Applicant's Signature

Date

Property Owner's Signature

Date

REFER TO THE NEXT PAGE FOR APPLICATION DEADLINE AND MEETING INFORMATION

PROCEDURES TO APPEAR BEFORE THE ZONING BOARD OF APPEALS

APPLICATION DEADLINE AND MEETING INFORMATION

- **Submission deadline (Please read this entire section):** The application submission deadline is no later than 4:00 pm on the 30th day prior to the ZBA meeting date. The submission deadline is firm and late submissions will be placed on the following month's agenda.
- Zoning Board of Appeals meetings are held the third (3rd) Monday of the month at 7:00 pm at the Dexter Senior Center (7720 Ann Arbor Street). If there is a change in the meeting date or time, the change will be posted at the City Offices and on the City's website.
- The applicant or a representative must be present at the meeting to answer ZBA member's questions.
- Prepare for the meeting by reviewing minutes of previous ZBA meetings. ZBA minutes are available on the City's website (<http://dextermi.gov/zoning-board-appeals>).

APPLICATION INSTRUCTIONS

- Complete Sections 1 – 9 of the application in its entirety.
- Attach proof of ownership of property, consisting of 1) title insurance, 2) purchase agreement, or 3) recorded warranty deed. If you are applying on behalf of the owner, the owner must sign this application.
- Submit 7 copies of the completed application, including the following:
 1. A complete, signed application form, and the application fee.
 2. A site plan or plot plan (as applicable), drawn to scale and fully dimensioned, showing the entire lot; the location of all existing structures, including buildings and signs; the proposed improvements; lot area calculations to show compliance with building coverage allowances for the zoning district; and land contours (if applicable).
 3. In case of buildings, provide sketches or elevations. For additions, both the existing structure and proposed addition must be included to show how the proposed addition relates to the existing structure.
 4. In case of appeals, a clear description of the order, requirement, decision or determination for which the appeal is being made and grounds for the appeal.
- Assemble 7 identical packets and submit the packets to the Office of Community Development, as follows:
 1. The Application must be on top of each packet
 2. Back up documentation must be folded to the same size as the application.

PLEASE DO NOT SUBMIT INDIVIDUAL FOLDERS, BINDERS, ETC., AS THEY CANNOT BE ACCEPTED.
- Applications that are not signed, are incomplete, or are not provided as per the above instructions will not be accepted.
- Fees must be submitted at the time of application.

OFFICE USE ONLY:

Fee: Residential \$250 Non-Residential \$350 Date Received: _____ Receipt # _____

Regulations (Ordinance Sections) to be waived: _____

Code Requirement: _____

Variance/appeal requested: _____

ZBA Public Hearing Date: _____

ZBA Action: Approved Denied Postponed Date: _____

 Approved Denied Postponed Date: _____

List conditions, if approved as such: _____

List findings of fact: _____

APPROVAL STAMP: