

ZONING BOARD OF APPEALS APPLICATION

CITY OF TROY PLANNING DEPARTMENT
500 W. BIG BEAVER ROAD
TROY, MICHIGAN 48084
PHONE: 248- 524-3364
E-MAIL: evanspm@troymi.gov
<http://www.troymi.gov/CodeEnforcement/#>



REGULAR MEETING FEE **\$150.00**
SPECIAL MEETING FEE \$650.00

REGULAR MEETINGS OF THE CITY BOARD OF ZONING APPEALS ARE HELD ON THE **THIRD TUESDAY OF EACH MONTH AT 7:30 P.M. AT CITY HALL.** PLEASE FILE A COMPLETE APPLICATION, WITH THE APPROPRIATE FEE, AT LEAST **27 DAYS BEFORE** THE MEETING DATE.

1. ADDRESS OF THE SUBJECT PROPERTY: _____

2. PROPERTY TAX IDENTIFICATION NUMBER(S): _____

3. ZONING ORDINANCE SECTIONS APPLICABLE TO THIS APPEAL: _____

4. REASONS FOR APPEAL: *On a separate sheet, please describe the reasons justifying the requested action. See Submittal Checklist*

5. HAVE THERE BEEN ANY PREVIOUS APPEALS INVOLVING THIS PROPERTY? If yes, provide date(s) and particulars: _____

6. APPLICANT INFORMATION:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

7. APPLICANT'S AFFILIATION TO THE PROPERTY OWNER: _____

8. OWNER OF SUBJECT PROPERTY:

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

E-MAIL _____

The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my (our) knowledge, information and belief.

The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Troy and its employees, officers, and consultants from any responsibility or liability with respect thereto

I, _____ (PROPERTY OWNER) HEREBY DEPOSE AND SAY THAT ALL THE ABOVE STATEMENTS AND STATEMENTS CONTAINED IN THE INFORMATION SUBMITTED ARE TRUE AND CORRECT AND GIVE PERMISSION FOR THE BOARD MEMBERS AND CITY STAFF TO CONDUCT A SITE VISIT TO ASCERTAIN PRESENT CONDITIONS.

SIGNATURE OF APPLICANT _____ **DATE** _____

PRINT NAME: _____

SIGNATURE OF PROPERTY OWNER _____ **DATE** _____

PRINT NAME: _____

ZONING BOARD OF APPEALS APPLICATION CHECKLIST

PLEASE PROVIDE 2 APPLICATION PACKAGES, EACH CONTAINING A COPY OF THE FOLLOWING DOCUMENTS

- COMPLETED APPLICATION
- PLOT PLAN DRAWN TO SCALE, SHOWING PROPERTY LINES, EXISTING AND PROPOSED BUILDINGS, THEIR DIMENSIONS AND LOCATIONS (HEIGHT, LENGTH, WIDTH, AS APPLICABLE).
- SETBACKS FROM PROPERTY LINES
- ELEVATION DRAWINGS
- PHOTOS AS NECESSARY TO ACCURATELY DESCRIBE THE PROPERTY AND/OR, REQUEST INCLUDING EXISTING AND PROPOSED PROPERTY CONDITIONS
- WRITTEN EXPLANATION OF THE REASONS JUSTIFYING THE REQUEST. IF SEEKING A NON USE VARIANCE, THE REASONS MUST SATISFY THE VARIANCE REVIEW STANDARDS LISTED IN SECTION 15.04 OF THE ZONING ORDINANCE. SEE NEXT PAGE FOR THOSE STANDARDS
- ANY OTHER DOCUMENTATION PARTICULAR TO THE MATTER THAT WILL EXPLAIN AND SUPPORT THE REQUEST.
- MINIMUM SIZE OF ALL DOCUMENTS 8.5" X 11".

APPLICANTS THAT DO NOT FILE E-MAIL APPLICATIONS MUST PROVIDE THE DEPARTMENT A COMPACT DISC CONTAINING AN ELECTRONIC VERSION OF THE APPLICATION AND ALL SUPPORTING DOCUMENTATION. .

Failure of the applicant or his/her authorized representative to appear before the Board, as scheduled, shall be justifiable cause for denial or dismissal of the case with no refund of appeal fee(s). If the person appearing before the Board is not the applicant or property owner, signed permission must be presented to the Board.

The applicant will be notified of the time and date of the hearing by first class mail.

VARIANCE REVIEW STANDARDS ZONING ORDINANCE SECTION 15.04 (E) (2)

Dimensional or other non-use variances shall not be granted by the Zoning Board of Appeals unless it can be determined that all of the following facts and conditions exist:

- a) Exceptional characteristics of property for which the variance is sought make compliance with dimensional requirements substantially more difficult than would be the case for the great majority of properties in the same zoning district. Characteristics of property which shall be considered include exceptional narrowness, shallowness, smallness, irregular shape, topography, vegetation and other similar characteristics.
- b) The characteristics which make compliance with dimensional requirements difficult must be related to the premises for which the variance is sought, not some other location.
- c) The characteristics which make compliance with the dimensional requirements shall not be of a personal nature.
- d) The characteristics which make compliance with dimensional requirements difficult must not have been created by the current or a previous owner.
- e) The proposed variance will not be harmful or alter the essential character of the area in which the property is located, will not impair an adequate supply of light and air to adjacent property, or unreasonably increase the congestion in public streets, or increase the danger of fire or endanger the public safety, or unreasonably diminish or impair established property value within the surrounding area, or in any other respect impair the public health, safety, comfort, morals or welfare of the inhabitants of the City.