



Zoning Board of Appeals Variance Application

Applicant Information

Name: Business, Corporation, LLC, Partnership

Individual Name(s):

Mailing Address:

Phone Number:

Email:

Property Information

Property Address:

Property Legal:

Property Owner (if not applicant):

Zoning District:

Signature

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Applicant Signature—Required

Date

Property Owner

(Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization:

Address:

City, State, Zip:

Phone:

“By signing below, I give permission for the applicant named above to act as my agent in all matters concerning this application. I understand that the applicant will be the primary contact for the information and decisions during the processing of this application, and I may not be contacted directly by the Village of Blissfield. I understand as well that I may change the Applicant for this application at any time by contacting the Village of Blissfield in writing.”

Property Owner(s) Signature(s) - Required

Date

STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 20____, _____
personally appeared before me, and being by me duly sworn, did say that he/she is the
signer of the foregoing for and on behalf of the company listed above, with actual and
requisite authority, and acknowledged to me that he/she has fully reviewed and executed
the same.

_____(Seal) My Commission Expires: _____

Notary Public

Required Documents and Materials

The following are required to be submitted with this application:

- ☐ Completed and Signed Application Form (this)
- ☐ Proof of Ownership
- ☐ Application Fee
- ☐ Project Site Plan
- ☐ Legal description

Notes

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be “held” at the Village of Blissfield Office.
- **Proof of Ownership-** Accepted documents for proof or ownership include a county filed deed. **A tax bill cannot be accepted as proof of ownership.**
- **Application Fees** may be paid by cash, check (made payable to the Village of Blissfield) or credit card (subject to a 3% fee).
- **Site Plans** must be legible when reproduced on letter sized paper, must be dated, and must include dimensions of all proposed improvements, dimensions between structures and from structures to property boundaries.
- **Legal description** must accurately and completely reflect the current conditions of the property.
- **Return this form and all required additional materials to:**
 - Village of Blissfield, Zoning Administrator
 - 130 S. Lane St.
 - PO BOX 129
 - Blissfield, MI 49228

Hours of Operation:
Monday- Thursday 8am- 6pm
Excluding Holidays

Proposed Project

Briefly describe the proposed project

Requested Variations

What specific variations are you requesting? For each variation, indicate (a) the specific section of the Zoning Ordinance that identifies the requirement, (b) the requirement (min. or max.) from which you seek relief, and (c) the amount of the exception to this requirement you request the Village to grant.

(a) Section (ex. 216.3.4)	(b) Requirement to be varied (ex. "requires a min. front yard setback of 30 feet")	(c) Requested Variation (ex. "a front yard setback of 17 feet")

Practical Difficulty

What characteristic(s) of the property prevent compliance with the requirements of the Village of Blissfield Ordinance?

Alternatives

Have you considered revising the proposed project so that variation is not necessary?

Have you considered revising the proposed project so that a smaller variation can be requested?

How have you minimized the impact that the variance will have on adjoining property owners?

General Information

1. Who can submit an application?

In order to submit an application for zoning relief, an applicant must either own or have legal or equitable interest in the subject property or must be the representative of such person. All persons or parties which have ownership interest in the affected properties must be identified and must sign the application. The property owner(s) may, at his/their discretion, designate another person as applicant to act on their behalf in processing this application. In that case, the designated applicant will be considered the primary contact, until the application is closed or the property owner changes the designated applicant by contacting the Village of Blissfield in writing.

2. How do I submit an application?

Applications may be submitted in person Monday through Thursday (excl. Holidays) from 8am until 6pm at the Village of Blissfield Office, 130 S. Lane St. Blissfield, MI 49228, mailed to PO BOX 129 Blissfield, MI 49228, or emailed to receptionist@blissfieldmichigan.gov.

Applications must be complete, including all required documentation and fee.

3. What forms of payment are accepted?

Cash, credit card (subject to a 3% fee), check (made payable to the Village of Blissfield)

Information about Variations

1. What is the process?

- Once the application is complete, the Village of Blissfield will schedule a meeting, publish a public notice, and send letters to all property owners within 300 feet.
- Property owners have until and at the meeting to submit public comments or may attend the public meeting to provide verbal comments.

- A meeting will be held to approve, deny, or approve with conditions.
 - A notice of determination is mailed to the applicant.
2. What is the timeframe?
- The approximate time frame from when the Village of Blissfield receives a completed application for the variation to when the applicant can reasonably expect a decision on that application is 45 days, if for any reason a meeting is cancelled or your item is postponed, your item would be placed on the next agenda, and this could delay a decision.
3. How does the Board make their decision?
- Based on the Village of Blissfield Municipal Code Section 216.7.5 (D.)
- The board shall make written findings as follows:
- That special conditions or circumstances exist which are peculiar to the land, structure, or building involved and which do not apply to or affect other lands, structures, or buildings in the zoning district.
 - That the literal interpretation of the provisions of this Ordinance applied under these special circumstances have created or will create practical difficulties in the applicant's use of the land, building, or structures.
 - That the special conditions and circumstances did not result from the actions of the applicant.
 - That the variance is the minimum variance necessary to alleviate the practical difficulties in the applicant's use of the land, building, or structure.
 - That the granting of the variance will be in harmony with the general purposes and intent of this Ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare. This finding shall include, but not be limited to, findings that the proposed variance will not:
 - Impair an adequate supply of light and air to adjacent properties;
 - Unreasonably increase the congestion of traffic in the public streets;
 - Increase the danger of fire or endanger the public safety; and
 - Unreasonably diminish or impair established property values within the surrounding area.