

BOARD OF ZONING APPEALS – APPLICATION FOR REVIEW

Please contact the City Planner at 616-530-7285 or email plan_info@wyomingmi.gov if you have any questions. Applicants are encouraged to discuss the proposal with the City Planner prior to submitting to facilitate the review process. Please note that applications will not proceed for review until all required information and fees are provided.

Type of Variance Requested: _____ Use Variance _____ Non-Use Variance

Zoning Ordinance Section(s) Appealed: _____

Brief Description of Appeal: _____

Address of Variance: _____

Parcel Number: _____

Authorization for City staff and BZA members to enter the property for evaluation:

_____ Yes _____ No

Applicant: _____ Property Owner: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Date: _____ Date: _____

Signature: _____ Signature: _____

Filing Fee

_____ Non-Use Variance: 1 & 2 Family Uses \$275.00

_____ Non-Use Variance: All Other Uses \$525.00

_____ Use Variance: All Uses \$525.00

Total _____

NON-USE VARIANCE

Procedures and Regulations

1. Submittal Requirements:
 - a. Completed application
 - b. Filing fee
 - c. Drawing (to scale) demonstrating the requested variance(s) and its relationship to property boundaries and existing structures. The identification of any unusual additional site features (wetlands, topography, utilities, etc.) that may influence the decision of the BZA should also be provided. We require one hard copy and a digital copy emailed to plan_info@wyomingmi.gov.
2. To authorize a non-use variance, the BZA is required by both State law and City ordinance to determine whether defined practical difficulties have been met. If any standard is found to not be met, the variance request must be denied. A majority vote of at least four BZA members is necessary to authorize a non-use variance. The BZA may modify the requested variance, or attach conditions to their approval, to protect the public interest. Petitioners are encouraged to provide a written statement addressing how the requested variance would meet the following review standards:
 - a. There are exceptional or extraordinary circumstances or conditions applicable to the property or to the intended use that do not apply generally to other property or class of use in the same vicinity and district.
 - b. Such variance is necessary for the preservation and enjoyment of substantial property rights.
 - c. The granting of such variance will not diminish the marketable value of adjacent land and improvements, or unduly increase congestion in the public streets.
 - d. The condition or situation of a specific piece of property, or the intended use of said property, for which the variance is sought is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation for such condition or situation.

Process

- City staff will provide public notice of the proposed variance by mail to all property owners within 300 feet of the site with an additional notice published in the newspaper.
- City staff will prepare a recommendation to the BZA based on the ordinance standards outlined above.
- Petitioners are required to attend the hearing and should be prepared to explain their request in detail before the BZA.
- A non-use variance shall be void after six (6) months from the date of approval unless a building permit has been issued and construction has started and is proceeding to completion in accordance with the permit.

USE VARIANCE

Procedures and Regulations

1. Submittal Requirements:
 - a. Completed application
 - b. Filing fee
 - c. Drawing (to scale) demonstrating the requested variance(s) and its relationship to property boundaries and existing structures. The identification of any unusual additional site features (wetlands, topography, utilities, etc.) that may influence the decision of the BZA should also be provided. We require one hard copy and a digital copy emailed to plan_info@wyomingmi.gov.
2. To authorize a use variance, the BZA is required by both State law and City ordinance to determine whether defined practical difficulties have been met. If any standard is found to not be met, the variance request must be denied. A majority vote of at least five BZA members is necessary to authorize a use variance. Petitioners are encouraged to provide a written statement addressing how the requested variance would meet the following review standards.
 - a. The condition, location or situation of the specific piece of property or of the intended use of the property is unique to that property in the zoning district in which it is located.
 - b. The building, structure or land cannot be reasonably used in a manner consistent with the uses allowed in the zoning district in which it is located.
 - c. The use variance will not alter the essential character of the neighborhood, nor the intent of the city master plan, nor be of detriment to adjacent property.
 - d. The requested use is not of so general or recurring a nature as to make reasonably practicable the formulation of a general or adding it to the permitted uses in the zoning district in which it is located or to permitted uses in other more appropriate zoning districts.
 - e. The variance will not impair the intent and purpose of this chapter.
 - f. The immediate unnecessary hardship causing the need for the variance request was not created by the applicant.

Process

- City staff will provide public notice of the proposed variance by mail to all property owners within 300 feet of the site with an additional notice published in the newspaper.
- City staff will prepare a recommendation to the BZA based on the ordinance standards outlined above.
- Petitioners are required to attend the hearing and should be prepared to explain their request in detail before the BZA.
- A use variance shall be void after six (6) months from the date of approval unless implemented.

APPLICATION MEETING DATES

Application Due Date (5 p.m.)

December 1, 2025
December 15, 2025
December 29, 2025
January 12, 2026
February 2, 2026
February 9, 2026
March 2, 2026
March 16, 2026
March 30, 2026
April 13, 2026
April 27, 2026
May 11, 2026
June 1, 2026
June 15, 2026
June 29, 2026
July 13, 2026
August 3, 2026
August 17, 2026
August 31, 2026
September 14, 2026
September 28, 2026
October 12, 2026
November 2, 2026
November 16, 2026
November 30, 2026
December 14, 2026
December 28, 2026

Board of Zoning Appeals Meeting (1:30 p.m.)

January 5, 2026
January 19, 2026
February 2, 2026
February 16, 2026
March 2, 2026
March 16, 2026
April 6, 2026
April 20, 2026
May 4, 2026
May 18, 2026
June 1, 2026
June 15, 2026
July 6, 2026
July 20, 2026
August 3, 2026
August 17, 2026
September 8, 2026*
September 21, 2026
October 5, 2026
October 19, 2026
November 2, 2026
November 16, 2026
December 7, 2026
December 21, 2026
January 4, 2027
January 18, 2027
February 1, 2027

*Indicates Monday date is a holiday – application or meeting date is moved to the following Tuesday.