



**CITY OF MIDLAND**  
**ZONING BOARD OF APPEALS**  
***Application Procedures - Use Variance***

You may submit your completed application and permit documents electronically to [planning@midland-mi.org](mailto:planning@midland-mi.org), or in person at the Planning Department counter on the second floor of Midland City Hall, 333 West Ellsworth Street.

Applicants are strongly encouraged to schedule a preliminary site plan review meeting with City Staff prior to submitting an application. To schedule a meeting, please reach out to the Planning Department at (989) 837-3374.

The applicant will provide the following information for a use variance:

1. A complete scaled plot plan of the subject property identifying the following:
  - a. Proposed lot(s) for which the use variance is proposed, including all lot dimensions and structures on the lot.
  - b. Adjacent lots with existing uses identified.
2. A typewritten, or clearly handwritten letter outlining the variance request.
3. Responses to the variance criteria listed on the Criteria for Approval form.
4. Written consent of all owners of the property in question.

The City of Midland will provide the following information:

1. Variance application form.
2. Instructions on preparing a plot plan (if needed).
3. Procedures used by the Zoning Board of Appeals.
4. Information about appeals, variances, temporary permits, or special approvals.
5. Applicable variance criteria or special instructions.
6. Notification of affected property owners within 300 feet.

The Zoning Board of Appeals has the authority to require a land survey prepared by a professional surveyor or registered engineer if the Zoning Board of Appeals determines it to be necessary to ensure accuracy of the plan.

Note: Freehand, unscaled, incomplete plot plans will not be accepted. Failure on the part of the applicant to provide complete information may delay the approval process for a variance request. Incomplete information may also cause a variance to be denied.



**CITY OF MIDLAND**  
**ZONING BOARD OF APPEALS**  
***Application Form – Use Variance***

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Tax ID Number (parcel code): \_\_\_\_\_

Appeal from Article: \_\_\_\_\_ Section(s): \_\_\_\_\_

Type of Appeal:

Area/Dimension

Interpretation

Use Variance

Administrative Review

Brief Description of Request:

APPLICATION FEE: \$425.00 payable to the City of Midland

*I hereby authorize City Staff and members of the Zoning Board of Appeals to access the subject property for the purpose of reviewing the variance requested.*

Applicant Signature: \_\_\_\_\_

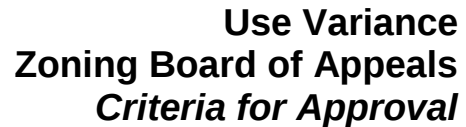
Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Alt. Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_



a. The property cannot be reasonably used for any purpose permitted in the zoning district without a variance. *(This means that the land can't be used in the ways allowed by local rules without getting special permission. For example, if the area is zoned for residential use, the property may not be suitable for building a house without some exceptions or changes to the rules)*

b. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. *(This is saying that the reason we need special permission is because there are specific and unusual problems related to this property that don't affect other properties in the area. It's not a common issue)*

c. The variance will not alter the essential character of the area. In determining whether the effect the variance will have on the character of the area, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area will be considered. *(This means that if we allow this special permission, it shouldn't change the overall look and feel of the neighborhood. To decide this, we'll look at what types of buildings and land uses are typical in the area and also take into account the natural features of the land and the surrounding environment)*

d. The problem and resulting need for the variance has not been self-created by the applicant. *(This criterion is about making sure the property owner didn't cause the problem that requires the special permission themselves. In other words, they didn't create the issue by their own actions or decisions)*