
APPLICATION FOR VARIANCE REQUEST (ZBA)

Part I.

Subject Property Address: _____ Parcel #: _____

Property Owner: _____ Email: _____

Owner Address: _____ Phone: _____

Zoning District: _____ Is this a corner lot? ☐ Yes ☐ No

All variance requests shall be heard by the Zoning Board of Appeals public and require the following:

1. Formal Zoning Permit application and denial by the Zoning Team.
2. Appearance at the Zoning Board or Appeals (ZBA) Meeting.
3. The ZBA hearing is a quasi-judicial proceeding therefore all persons speaking on the matter must be sworn in.
4. Responses to all of the items in Part II of this application.
5. Application fee of \$25.00.

Please Note: W.C.O. 1141.11 (a), Variances states,

"Variances may be granted by the Board where a strict application of any provision of the Zoning Ordinance would result in peculiar and exceptional difficulties or undue hardship to the property owner. A request for a variance may be made to the Board through the Zoning Administrator by an aggrieved property owner. Variances shall not be increased more than fifty percent (50%)." Further, such variance permits shall be granted only if the Board finds that all of the following conditions exist (see Part II, questions 3-6).

Part II.

1. Reason for the Variance Request: _____

2. What Section of the Walbridge Code of Ordinances are you appealing? _____

3. The special circumstances or conditions (lot size, topography, etc.) applying to the building or land in question are unique to this lot and do NOT apply generally to other lots or buildings in the immediate vicinity (please describe unique circumstances). _____

4. The granting of the variance permit is necessary for the preservation and enjoyment of a substantial property right and not merely to serve as a convenience to the applicant (please describe). _____

5. Were the special conditions and circumstances applying to the building or land a result from the actions of the applicant? ☐ Yes ☐ No

Explain: _____

6. The issuance of the variance permit will not impair an adequate supply of light and air to adjacent property, unreasonably increase the congestion in public streets, increase the danger of fire, imperil the public safety, unreasonably diminish, or impair established property values within the surrounding area or in any other respect impair the health, safety, convenience, or general welfare of the inhabitants of the Village. ☐ Agree ☐ Disagree

List any possible impacts and how you plan to mitigate: _____

7. Provide any additional information that you would like taken under consideration, that is not financial or personal in nature (attach any photos, surveys, or other documents you feel are relevant):

*****OFFICIAL USE ONLY*****

☐ Planning Commission ☐ Board of Zoning Appeals Meeting Date: _____
☐ Denied ☐ Approved, Conditions of Approval: _____

Chairman Signature: _____ Date: _____