



## Zoning Board of Appeals Application

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • 231 348-0350



Case # \_\_\_\_\_

### Applicant Information

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Interest in property, if applicant is not owner: \_\_\_\_\_

### Owner Information (if different than applicant)

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

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

### Property Location

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

Parcel ID: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Use: \_\_\_\_\_

### Property Information

|                 | Code Required | Actual | Proposed |
|-----------------|---------------|--------|----------|
| Lot Area        | _____         | _____  | _____    |
| Front Setback   | _____         | _____  | _____    |
| Side Setback    | _____         | _____  | _____    |
| Side Setback    | _____         | _____  | _____    |
| Rear Setback    | _____         | _____  | _____    |
| Building Height | _____         | _____  | _____    |
| Other           | _____         | _____  | _____    |

| Type of Request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                |                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Variance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Administrative Review | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Exception of Special Approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Interpretation        | <input type="checkbox"/> Appeal        |
| <input type="checkbox"/> Fair Housing Reasonable Accommodation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                |                                        |
| Applicable Code Sections: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                |                                        |
| Specific Request: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |                                        |
| <b>APPLICANT STATEMENT OF HARDSHIP OR EXCEPTIONAL PRACTICAL DIFFICULTY CREATED BY ZONING CODE REQUIREMENTS (REQUIRED FOR VARIANCE REQUESTS).</b><br>This statement must apply specifically to your property and address exceptional narrowness, shallowness, shape, area, topographic conditions, or other extraordinary or exceptional conditions of the property (may be submitted on a separate sheet).<br><br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                |                                        |
| Required Submittal Materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |                                        |
| <b>If an application is not complete upon submittal, it will be held until all required materials are provided. With this application form, please provide eight (8) hard copies and one electronic copy of the following:</b><br><br><input type="checkbox"/> A Scaled Site Plan, including elevation(s) of structure (existing and proposed), building footprint, setbacks, etc.<br><input type="checkbox"/> Photographs of the property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                |                                        |
| <p>I am requesting a variance, appeal, or reasonable accommodation from the requirements of the Zoning Ordinance and understand the importance of knowing exactly where my property lines are relative to all structures. I have been advised that the only way to confirm this information if the property stakes cannot be found is to obtain a property survey. I am not required to obtain a survey to make an application to the Zoning Board of Appeals; however, I understand that the Board may postpone action on my request until one is provided to ensure that all dimensional standards stated in my application are correct.</p> <p>As the applicant, I state that all information provided herein is accurate to the best of my knowledge. I further authorize City of Petoskey staff and Board of Appeals members to enter upon the property for which a variance or special exception from the Zoning Ordinance is sought.</p> <p><b><u>Only Ink Signatures or Electronic/Digital Signatures with Date and Time Stamp will be accepted.</u></b></p> <p>Signature: _____ Date: _____</p> <p>Owner's Signature: _____ Date: _____<br/>           (required if the applicant is not the property owner)</p> |                                                |                                        |
| Note to Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                |                                        |
| <b>For an order or variance permitting the <u>erection or alteration of a building</u>, within 18 months from the date of approval, the applicant must:</b><br><br>a. Obtain a zoning compliance permit from the City;<br>b. Obtain a building permit from Emmet County; and<br>c. Commence erection or alteration of the building in accordance with the terms of those permits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                |                                        |
| <b>For an order or variance permitting <u>a use of a building or premises</u>, the use must be established within 18 months from the date of approval.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                |                                        |
| For Office Use Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                |                                        |
| Filing Fee: _____ \$600.00      GL Acct #: _____ 101.081.492      Date Paid: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                |                                        |
| Received By: _____      Date Received: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |                                        |



# City of Petoskey

Office of City Planner

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500

**SAMPLE**

## Zoning Board of Appeals Zoning Ordinance Regulation Variance Checklist

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

Case Number: \_\_\_\_\_

**It is the applicant's responsibility to prove a practical difficulty. It is not the job of the ZBA to find the practical difficulty for the applicant.**

| Issue to be evaluated<br>(Practical Difficulty)                                                                                                                                                                                                                         | Supports<br>the<br>variance | Does not<br>support the<br>variance | Notes |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------|-------|
| Will strict compliance with the dimensional requirements of the zoning ordinance prevent the applicant from using the property for the permitted purpose?<br>- A variance is granted for circumstances unique to the PROPERTY, not those unique to the owner.           |                             |                                     |       |
| Is there a way to accomplish the same purpose without a variance or with a lesser variance regardless of convenience or expense?<br>- The ZBA considers the property, not issues with the interior of the structure.                                                    |                             |                                     |       |
| Is the need for the variance due to a situation that is unique to the property and would not generally be found elsewhere in the same zoning district?<br>- If the situation is often repeated in the same zoning district, then the variance request should be denied. |                             |                                     |       |
| If granted, will the variance uphold the spirit and intent of the ordinance and be fair to neighboring properties?<br>- There are reasons the ordinance was adopted and those reasons should be respected and upheld.                                                   |                             |                                     |       |
| Has the need for the variance been created through previous action of the applicant?<br>- The Appeals Board is not responsible for "bailing out" and applicant who created the need for a variance.                                                                     |                             |                                     |       |