



Community Development

Zoning Board of Appeals

We know the Zoning Board of Appeals (ZBA) application process can feel daunting, so we've put together this guide to help you understand how it works here in Cadillac.

If you're thinking about applying for an appeal, start by gathering all the required materials: a completed application form, the application fee, a site plan, and a narrative that explains why you can't meet the zoning code and details your hardship or practical difficulty. Make sure your full application is submitted at least forty (40) days before the next scheduled ZBA meeting, which happens on the third Thursday of each month.

Once your application comes in, City staff will review it to confirm everything is in order. Next, property owners within 300 feet of your site will get an official notification about your request. You'll also see a public notice in the Cadillac News at least 15 days before your scheduled hearing.

The Zoning Board of Appeals meeting is your chance—as well as your neighbors'—to share thoughts and questions or provide additional context. After hearing from everyone, the Board will make a decision on your appeal, either approving or denying your request.

A few other notes as you prepare: Consider scheduling a preliminary meeting with the Community Development Department before you submit your application.

If you have questions or just want to talk through your plans, get in touch with the Community Development Department. We're happy to help and want to make this process as clear and straightforward as possible.

Sincerely,

Theresa Waldo MM
Community Development Director
City of Cadillac
twaldo@cadillac-mi.net

Zoning Board of Appeals Application

Step by Step guide and application

All Zoning Board of Appeals (ZBA) Applications must follow the below steps. Please direct all questions about this application to the Community Development Department. It is highly recommended that an applicant schedule a preliminary meeting with Community Development Department before submitting an application.

Step by Step Guide

1. Complete application submitted to Community Development Department. Applications requiring departmental review must be turned in at least 40 days prior to the next regularly scheduled meeting.
2. Staff Review.
3. Schedule Public Hearing.
4. Public Notices published, posted and mailed to neighbors within 300 feet of subject property (must be posted at least 15 days prior to the meeting).
5. Public Hearing takes place to consider the application.
6. Applications that are denied may reapply, but they must contain new evidence which could not reasonably have been presented at the meeting or unless there has been a material change in the facts of the case. Determination letter mailed.

I hereby certify that I have included all items above to the best of my knowledge and ability.

Signature of Applicant

Date



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Applications are not considered complete unless they include:

- Application fee of \$300.00
- A detailed narrative describing the request (appeal, variance, interpretation, special approval). The narrative must clearly identify the hardship or practical difficulty in the case of a variance request, and any other standards set forth in Article II, Division 2 of the Zoning Ordinance.
- Any other information regarding the lot or neighboring lots, proposed or existing deemed necessary for review.
- Legal Description of Subject Property ***Must be submitted electronically in WORD Format***

Owner Name _____ Owner Telephone _____
Owner Address _____
Owner Email _____
Applicant/Representative _____ Applicant Telephone _____
Applicant Address _____
Applicant Email _____
Subject Property Address _____ Total Acreage _____
Building Dimensions (LxWxH) _____ Number of Stories _____ Zone Classification _____
Present Use of Property _____ Proposed Use of Property _____

The City of Cadillac must be given knowledge of every person having legal or equitable interest in land subject to this petition. It must include:

NAME, ADDRESS, EMAIL ADDRESS, PHONE NUMBER, and INTEREST

1. _____
2. _____
3. _____
4. _____

I hereby certify that I have a legal or equitable interest in all land subject to this petition and hereby grant permission allowing City personnel on the premises.

Signature of Owner

Date

Signature of Applicant

Date

INTERNAL USE ONLY:

____ Signed Application (all pages)

____ Narrative

Date Received _____

____ Payment