

Zoning Administrator
Justin Barden
269-203-2828
JBarden@bhcity.us



Building Official
Todd Herter
269-204-2478
Buildingofficial@bhcity.us

251 Market St.
Benton Harbor MI 49022

Zoning Variance Application

Application Fee: \$1000
(Non-Refundable)

I. APPLICANT INFORMATION

Name of Applicant: _____

Primary Contact Person: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____ Email: _____

II. PROPERTY OWNER INFORMATION *(If different from applicant)*

Name of Property Owner: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____ Email: _____

(Note: If the applicant is not the property owner, a signed letter of authorization from the owner must be attached.)

III. PROPERTY DETAILS

Subject Property Address: _____

Parcel Identification Number (Tax ID): _____

Current Zoning District: _____

Current Use of Property: _____

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IV. VARIANCE REQUEST DETAILS

1. Type of Variance Requested: Dimensional (Setbacks, Height, Lot Size) Use Variance

2. Zoning Ordinance Section(s) being appealed: _____

3. Specific Request: *(e.g., "Requesting a 5-foot variance from the required 20-foot rear setback to build a garage.")* _____

V. JUSTIFICATION FOR VARIANCE (PRACTICAL DIFFICULTY / HARDSHIP) *The Zoning Board of Appeals can only grant a variance if the applicant demonstrates a practical difficulty or unnecessary hardship. Please use a separate piece of paper and explain how your request meets the following criteria:*

1. Unique Circumstances: *(What exceptional features of your property—such as shape, topography, or natural features—prevent you from complying with the strict letter of the ordinance?)*

2. Not Self-Created: *(Explain why the need for the variance is not the result of the applicant's or property owner's own actions.)*

3. Neighborhood Character: *(Explain why granting this variance will not be detrimental to adjacent property owners or alter the essential character of the neighborhood.)*

VI. REQUIRED ATTACHMENTS

Please ensure the following are included with your application submission:

Completed Application Form

Application Fee: *(Check made payable to the City of Benton Harbor)*

Site Plan: *(Detailed drawings showing property lines, existing structures, proposed additions, and exact distances to all property lines)*

Proof of Ownership or Lease Agreement *(with owner authorization)*

Additional Narrative/Photos *(Optional, but highly recommended to prove hardship)*

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VII. ACKNOWLEDGEMENT AND SIGNATURE

I hereby attest that the information provided on this application and all accompanying documents is true and accurate to the best of my knowledge. I understand that the Zoning Board of Appeals may require additional information to properly evaluate this request. I also grant permission for City of Benton Harbor officials and staff to enter the subject property for inspection purposes related to this application.

Applicant Signature: _____ **Date:** _____

Property Owner Signature: _____ **Date:** _____
(If different from Applicant)

FOR OFFICE USE ONLY

Date Received: _____ Received By: _____

Fee Paid: \$ _____ Receipt Number: _____

Review Process:

ZBA Public Hearing Date: _____

Public Notices Mailed Date (300 ft radius): _____

ZBA Final Action: Approved Approved with Conditions Denied