

City of St. Clair Shores
Zoning Board of Appeals
APPLICATION CHECKLIST

Regular meetings are held on the first Thursday of each month at 7:00 p.m.
Questions about the application or the meeting, please call 447-3340.

APPLICATION REQUIREMENTS

Attendance at meeting is required by applicant or representative.

- | | Attached | N/A |
|--|--------------------------|--------------------------|
| 1. Completed application form | ☐ | ☐ |
| 2. Photographs of property and structures. | ☐ | ☐ |
| 3. Legible plans (may include plot plan, or building plans). | ☐ | ☐ |
| 4. An 8 ½ " x 11" version of your plan (either hard copy, emailed, or on thumb drive.) | ☐ | ☐ |
| 5. Payment of application fee: | ☐ | ☐ |
| a. \$500 – Single-family residential | | |
| b. \$1,000 – Commercial, Industrial, or Multi-family residential | | |

CONDITIONS OF APPROVAL

1. Applicant shall be deemed responsible for the accuracy of all information submitted to the City of St. Clair Shores. Failure to provide accurate and complete information or to make false statements may cause the Board to rescind its decisions until Board is satisfied.
2. Approval by the Zoning Board of Appeals does not include or constitute a site plan review or building department compliance review.
3. Approval by the Zoning Board of Appeals does not include or waive the necessity for any other Federal, State or local permits as may be applicable to the project.

**ALL VARIANCES GRANTED BY THE ZONING BOARD OF APPEALS SHALL BE
VALID FOR A PERIOD OF ONE YEAR**

Next Meeting Date: _____

Time: _____

Location: _____

Deadline for Next Meeting: _____

Updated: 1/1/2026

STANDARD FOR VARIANCE

Use variances require a showing of "unnecessary hardship" while non-use variances require the applicant to demonstrate a "practical difficulty."

In determining whether a PRACTICAL DIFFICULTY exists, the Board should consider the following standards:

- 1) Whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.
- 2) Whether a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the district, or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.
- 3) Whether relief can be granted in such fashion that the spirit of the ordinance will be observed and public safety and welfare secured.
- 4) Whether the plight of the owner is due to unique circumstances of the property and not general conditions in the area.
- 5) Whether the problem is self-created.

For a use variance, the Board must find UNNECESSARY HARDSHIP on the basis of substantial evidence that:

- 1) The property cannot reasonably be used in a manner consistent with existing zoning,
- 2) The landowner's plight is due to unique circumstances and not to general conditions in the neighborhood that may reflect the unreasonableness of the zoning,
- 3) A use authorized by the variance will not alter the essential character of a locality, and
- 4) The hardship is not the result of the applicant's own actions.

27600 Jefferson
St. Clair Shores
MI 48081

City of St. Clair Shores

Phone: 586-447-3340
Fax: 586-445-4098

Application for Variance from Zoning Ordinance

This form must be submitted to the Community Development Department
30 days prior to the next ZBA meeting with relevant paperwork and application fee.

Application fee: \$500 – Single-family residential, \$1,000 – Commercial, Industrial, or Multi-family residential
Regular meetings are held on the first Thursday of each month at 7 p.m. Attendance is required at the meeting by applicant or representative

1. Parcel address: _____

2. Requested by: _____

(Name)

(Mailing Address)

(City, State, Zip)

(Phone)

(Email)

Please do not write in this box.

3. Are you the legal owner of the property in question? ☐ Yes ☐ No If Yes, skip to question #6

4. If no, list primary owner and his/her address: _____

5. Your relationship to property owner: _____

6. Parcel number: _____

7. Nearest intersection: _____

8. What variance(s) are you requesting? (height, setback, wall, etc) PLEASE PRINT CLEARLY!

Please see the back page for a definition of the term "variance."

9. What is your hardship? (width, depth, shape, size, etc) PLEASE PRINT CLEARLY!

*Please see the back page for a definition of the term "hardship." *** This section must be completed. Failure to complete this section may result in an automatic denial of your request. ****

10. Have you included photographs of the property?

☐ Yes ☐ No

11. Have you included building plans, a site plan, and other relevant information?

☐ Yes ☐ No

12. Have you included an 8 ½ x 11 version of your plan (hard copy, email, or thumb drive)?

☐ Yes ☐ No

13. Have you included a letter of approval from the property owner?

☐ Yes ☐ No

14. Are you building/altering/renovating an accessory structure?

☐ Yes ☐ No

If no, skip to question 15.

14a. I understand the ordinance limits the use of accessory structure to residential storage (accessory structure shall NOT be used for business purposes, commercial repair service or be inhabited)

☐ Initials

14b. I understand the ordinance limits electrical wiring to one 120 volt electrical service within the accessory structure

☐ Initials

15. Will you allow Board members to enter the property regarding this case?

☐ Yes ☐ No

Continued on back side

Definitions:

Variance: A *Variance* is a modification of the literal provisions of the Zoning Ordinance that may be granted by the Zoning Board of Appeals (ZBA) because strict enforcement of the Zoning Ordinance would cause undue hardship owing to the circumstances unique to the individual property on which the variance is granted. The crucial points of a variance are proving that there is undue hardship and/or a unique circumstance that applies to the property. An example of a variance could be to allow the total height of a single family residential home to be above 30' because the property is within the floodplain and the first floor of the home must be higher than grade.

Hardship: A *Hardship* is the inability to make reasonable use of the property in accord with the literal requirements of the Zoning Ordinance. To justify a variance, a hardship must be demonstrated and this hardship must be due to unique circumstances involving the property. The unique circumstances must be related to a physical characteristic of the property itself, not to the owner's personal situation. This is because regardless of ownership, the variance will run with the land. An example of a hardship could be a lot that is narrower than the majority of other lots on the block or a lot that is shallower than the other lots.

In granting a variance the Board may attach conditions regarding the location, character, and other features of the proposed uses as it may deem reasonable.

Additional Contact Information: (please fill out this section if there are alternate individuals you would like us to contact regarding this request, i.e. contractor, architect, property owner, potential purchaser, etc.)

Name: _____

Address: _____

Phone: _____

Name _____

Address: _____

Phone: _____

16. I hereby certify that the information provided on this application and on any additional submitted information is true and accurate to the best of my knowledge. I also certify that I have received permission from the property owner to request this variance.

Signature of Applicant

Date

FOR OFFICE USE ONLY:

Relevant Sections to Reference in Zoning Ordinance: _____

Language for Agenda: _____

Received By: _____ Date of Meeting: _____

DATE RECEIVED: _____ AMOUNT PAID: _____ RECEIPT NO.: _____