



*****THIS FORM MUST BE TYPED*****
CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA – GROSSE POINTE WOODS, MI 48236
CITY CLERK - (313) 343-2440 - FAX (313) 343-2785
BUILDING DEPARTMENT - 313-343-2426 - FAX (313) 343-2439

APPLICATION TO THE ZONING BOARD OF APPEALS

1. Address of the Property _____
(Number and Street)

TO THE ZONING BOARD OF APPEALS

I (We) _____
Name (Please Print) Phone No. (Daytime)

Address City State Zip

Hereby appeal to the Zoning Board of Appeals for a variance to:

2. DESCRIPTION OF CASE (Fill out only items that apply)

a. Present zoning classification of the property _____

b. Description of property

(1) Size and Area of Lot _____

(2) Is the lot a corner or interior lot _____

Payment Validation

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c. Description of EXISTING structures

- (1) Total square footage of accessory building now on Premises _____; of main buildings _____
- (2) Uses of building on premises _____
- (3) Percentage of lot coverage of all buildings on ground level _____%

d. Description of PROPOSED structures

- (1) Height of proposed structure _____
- (2) Height and area of existing structure _____
- (3) Dimensions and area of structure or addition to be constructed _____
- (4) Percentage of lot coverage of all buildings including proposed _____%

e. Yard setbacks after completion of addition/structure

- (1) Front Yard (measured from lot line) _____
- (2) Side Yard (measured from lot line) _____
- (3) Rear Yard (measured from lot line) _____

f. A sketch drawn to scale depicting the above information shall be included herewith.

3. TYPE OF VARIANCE REQUEST: NON-USE – Common regulations subject to non-use variance requests: setbacks, height or parking regulations, lot coverage, bulk or landscaping restrictions. Uniqueness: odd shape, small size, wetland, creek, natural features, big trees or slopes.

The applicant must present evidence to show that if the zoning ordinance is applied strictly, a practical difficulty to the applicant will result, and that all four of the following requirements are met: (please answer all four).

- a) That the ordinance restrictions unreasonable prevent the owner from using the property for a permitted purpose.

- b) That the variance would do substantial justice to the applicant as well as to other property owners in the district, and a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners.

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- c) That the plight of the landowner is due to the unique circumstances of the property.

- d) That the alleged hardship has not been created by any person presently having an interest in the property.

***NOTE:** When answering questions pertaining to use and non-use variances, additional paper may be used if necessary.

4. TYPE OF VARIANCE REQUEST: USE – A use variance permits a use of land that is otherwise not allowed in that zoning district. The applicant must present evidence to show that if the zoning ordinance is applied strictly, an unnecessary hardship to the applicant will result, and that all four of the following requirements are met (*please answer all reasons*):

- a) That the property could not be reasonably used for the purpose permitted in that zone.

- b) That the appeal results from unique circumstances to the property and not from general neighborhood conditions

- c) That the use requested by the variance would not alter the essential character of the area.

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- d) That the alleged hardship has not been created by any person presently having an interest in the property.

When granting any variance, the Board must ensure that the spirit of the ordinance is observed, public safety secured, and substantial justice done.

5. Interpretation of the Zoning Ordinance is requested because:

6. Article and Section of the Zoning Ordinance that is being appealed:

I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true and correct.

Signature of Property Owner

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public

My Commission expires _____

NOTE: The Zoning Board of Appeals meets the first and third Monday of each month at 7:30 PM. The application must be filed with the City Clerk with a fee in the amount of \$875 (Commercial) - \$575 (Residential). Includes review and public hearing a minimum of 14 days prior to council hearing.

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PLANNING AND OTHER REVIEW FEES

Review fees referenced in Grosse Pointe Woods Code of Ordinances and Grosse Pointe Woods Zoning Ordinances code and ordinances shall be determined based on the following fee schedule at the time of application.

Activity/Application	Fee
Site Plan Review (Planning Commission)	
Multiple Family	\$900 – Includes Site Plan Review with the Planning Commission
Commercial	\$500.00 – Administrative Review (Any district)
Public (Deposit)	\$ 850.00 - \$ 1,750.00
Outdoor Café (Planning Commission Review)	\$800.00 - Required for newly added outdoor café in the public right of way that does not meet/satisfy the administrative review
Outdoor Café New Review	\$400.00 - Required for newly added outdoor café in the public right of way.
Special Land Use Review	
Review	\$ 1,500.00 – Includes PC public hearing, City Council public hearing
Zoning Board of Appeals (Variance)	
Use variance Review	\$1,000.00
Residential Non-Use Review	\$575.00 - (Includes review & Public Hearing)
Commercial Review	\$875.00 – (Includes Comm. Review & Public Hearing)

Applies for variance requests including but not limited to air conditions, fences, arbor like structures, front yard structures, etc. Currently the fee and public hearing fee vary by category.

Service	Fee
Shared Parking Agreements	\$500.00 Plus Legal Fees
Outdoor Café - Annual Renewal Permit	\$100.00
Vacation of Property (MSA 26-430, MSA 125-584) - Planning Commission Fee	\$ 350.00 + \$400.00 Deposit
Ordinance Amendment - Zoning Chapter 50	
Review	\$1,425.00 - (Includes public hearing, 1 st & 2 nd reading & Review)
Review	(Specifically in the ordinance) \$250.00
Appeal Determination of notice defect or building Inspector to Planning Commission (8-68)	\$375.00 (Includes Public Hearing Fee)
Appeal Planning Commission determination to City Council (8-68)	\$375.00 (Includes Public Hearing Fee)
Business License (10-21) - Classification Appeal	\$75.00
Play Equipment (8-306) Existing or Proposed	\$75.00
Review	\$275.00
Property Maintenance Code (8-54) In Book - Planning Commission	\$25.00
Council Fee (10-245 (b))	\$25.00
Recreational Vehicle - Outside Storage	\$75.00
Restricted Catchbasin Cover (44-291)	\$50.00
Sidewalk (74-45) - Permit Denied AND Portable Variance	\$75.00
Sign (32-32) - Council Appeal	
Review	\$200.00
Planning Commission Public Hearing	\$375.00
City Council Public Hearing	\$375.00
Service Charge on all dishonored checks (2-648)	
Dishonored checks to Court or Violations Bureau (2-649)	\$30.00