

Request for Zoning Ordinance Variance

City of East Grand Rapids

Date: _____

***Note to Applicant:** Please pay careful attention to provide the necessary documents required and to answer the questions in this application as accurately and completely as possible. This will give you the best possibility of your application appearing on the earliest agenda for consideration by the Zoning Board of Appeals. The City reserves the right to delay or withhold a public hearing for a variance request that does not meet the standards of submission.*

All requests for a zoning variance are subject to a public hearing. The applicant will be advised of the hearing date, time, and location and is required to present a verbal summary of the request to the Zoning Board of Appeals (ZBA) prior to the public hearing. In addition, the City Services Office shall publish a notice of the public hearing in a newspaper of general circulation in the local unit of government, as well as provide notice of the public hearing to all property owners within a 300-foot radius of the subject property not less than fifteen (15) days before the date the application will be considered for approval per the Michigan Zoning Enabling Act. Decisions by the ZBA are considered final and are made pursuant to Section 5.103 of the East Grand Rapids Zoning Ordinance.

A non-refundable filing fee of \$500.00 must accompany your application. A \$700.00 post construction fee is also required for retroactive variance requests.

Applicant Name: _____

Address: _____

Property Address (if different than above):

Daytime Phone: _____

Email: _____

Legal Description of Property*: _____

Permanent Parcel (Tax) Number: _____

Briefly state the requested variance (Citing the specific section(s) of the Zoning Ordinance from which you are seeking a variance) *:

Submission Materials:

- Two (2) copies of a detailed, *scaled* site plan and elevation drawing showing the nature of the variance request, including, but not limited to: property boundaries, existing and proposed structures, the distance from the property lines of each existing building or structure and of each proposed building or structure, and height of all proposed structures. Please also show and label abutting street(s). Pictures may be attached with your application to better demonstrate your request. Additional information may be required by the Zoning Administrator.
- Narrative statement that explains your request, why you are seeking a variance, and addresses how you believe your request meets *all* the required standards of review. These criteria are listed in Sections 5.103(C) and 5.103(D) of the City’s Zoning Ordinance for dimensional and use variances, respectively.

Please note: variances are approved only when all of the relevant review criteria are met, and where there is a genuine practical difficulty or unnecessary hardship with the property. Variances are not to be granted solely to avoid compliance with the zoning ordinance or where there is another feasible option or use for your property. The City has prepared a Frequently Asked Questions (FAQ) document that outlines the variance process and explains the review criteria in more detail. Please contact the Zoning Administrator if you have any questions.

By signing below, I acknowledge the following:

- I have reviewed all of the submission requirements and review standards for variances, including the City’s Variance FAQ document.
- The information submitted here is complete and accurate to the best of my knowledge.
- I permit any member of the ZBA and City Staff to enter onto my property for the purpose of considering this variance request. I further understand that ZBA members are not permitted to engage in any conversations during such site visits.
- The ZBA will only consider and vote on the specific request and site plan that is submitted with this application. Negotiations of this request during the meeting or public hearing are not permitted.
- The ZBA may attach reasonable conditions to an approved variance.
- If a variance is granted, substantial steps toward effecting the variance must be taken within twenty-four (24) months of approval, or the variance will become null and void per section 5.104 of the City Code.

Signature of Applicant

Signature of Property Owner
(If Different from Applicant)

Print Name

Print Name

City of East Grand Rapids – City Services
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