

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 City Commission.

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 requested to present a verbal summary of the request to the Board of Zoning Appeals prior to the public hearing. In addition, the City Services Office shall publish 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. Per Sec. 5.100 of the City Code, a concurring vote of majority of the members of the Zoning Board of Appeals is required to approve a variance request.

The City Commission will only vote on your specific request and site plan. Your request will not be negotiated at the meeting or during public hearing. It is the applicant's responsibility to supply adequate information to justify their request and to answer the required sections of the 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) *:

*(Use Attachments if Necessary)

(Continue to second page)

Narrative Statement:

Sec. 5.103(c) of the City Code provides criteria for variance review, which are based on competent material and substantial evidence. Please attach a narrative statement that, A) details your request, and B) addresses these standards of review below:

1. Special conditions or circumstances exist which are peculiar to the land, structure or building involved and which are not generally applicable to other lands, structures or buildings in the same district;
2. The special conditions or circumstances do not result from the actions of the applicant;
3. Authorizing a variance will not be of substantial detriment to the neighboring property and will not be contrary to the spirit and purpose of this chapter; and
4. With respect to use variances, the property cannot reasonably be used in a manner consistent with the existing zoning. (This standard is only for “use variances”, not “dimensional variances”)

Site Plan:

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, height of all proposed structures, and show and label abutting street(s). *Additional information may be required by the Zoning Administrator.*

Pictures may be attached with your application to better demonstrate your request.

The Board of Zoning Appeals may attach conditions to variance approvals.

Please be advised that substantial steps toward effecting the variance must be taken within twenty-four (24) months of approval of a variance, or the variance will become null and void per section 5.104 of the City Code.

Signature of Applicant

Print Name

Signature of Property Owner
(If Different from Applicant)

Print Name

City of East Grand Rapids
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