



City of Grosse Pointe Park

Zoning Board of Appeals Application

The filing of this application will facilitate an applicant appearing before the Zoning Board of Appeals for requesting a variance to the City of Grosse Pointe Park's Zoning Ordinance and/or other ordinances. Incomplete application forms will not be accepted. Zoning Board of Appeals requires notification of all property owners within 300' of the property. Applicant will be notified as to when the Appeals meeting is scheduled. The City charges a non-refundable fee of \$750.00 PLUS Calculated Escrow for each Zoning Board of Appeals application. This fee pays for the cost of professional review of your request and notification to property owners. The hearing date will be determined by the City Manager and City Clerk. All mailings will be sent to the applicant as listed on this form. The applicant, or representative, must be present at the Zoning Board of Appeals meeting when the appeal is discussed. Failure of the applicant or their authorized agent to appear before the Board as scheduled may be construed as justification for dismissal of the case without prejudice and with no refund of appeal fee.

APPLICANT NAME

ADDRESS

PHONE

Contact Email:

OWNER OF PREMISES

ADDRESS

PHONE

Check One:

Variance Request Ordinance or Map Interpretation Appeal of Administrative Decision

1. The property is located at (address) _____

2. Property Tax ID: _____

3. Legal Description (Attach if Necessary):

4. Zoning Designation of Property: _____

5. Current use of Property: (circle one) Commercial / Industrial / Vacant / Residential / Multi-Family

6. DESCRIBE THE PARTICULAR NATURE OF THE VARIANCE SOUGHT AND/OR INTERPRETATION URGED BY THE APPLICANT (attach additional sheets if necessary):

Appeal Guidelines

The following guidelines will be considered in determining the validity of each variance request:

- The proposed variance involves practical difficulties.
- The proposed variance involves exceptional and unique circumstances.
- The proposed variance will not impair the adequate supply of light and air to adjacent property owners nor increase the congestion in public streets.
- The proposed variance will not increase the hazard of fire or flooding nor endanger public safety.
- The proposed variance will not unreasonably diminish or impair established property values within the surrounding area.
- The proposed variance will not impair public health, safety, comfort, standards, or welfare of the inhabitants of The City.
 - The proposed variance will not alter the essential character of the neighborhood.
 - The spirit of the Ordinance must be observed.

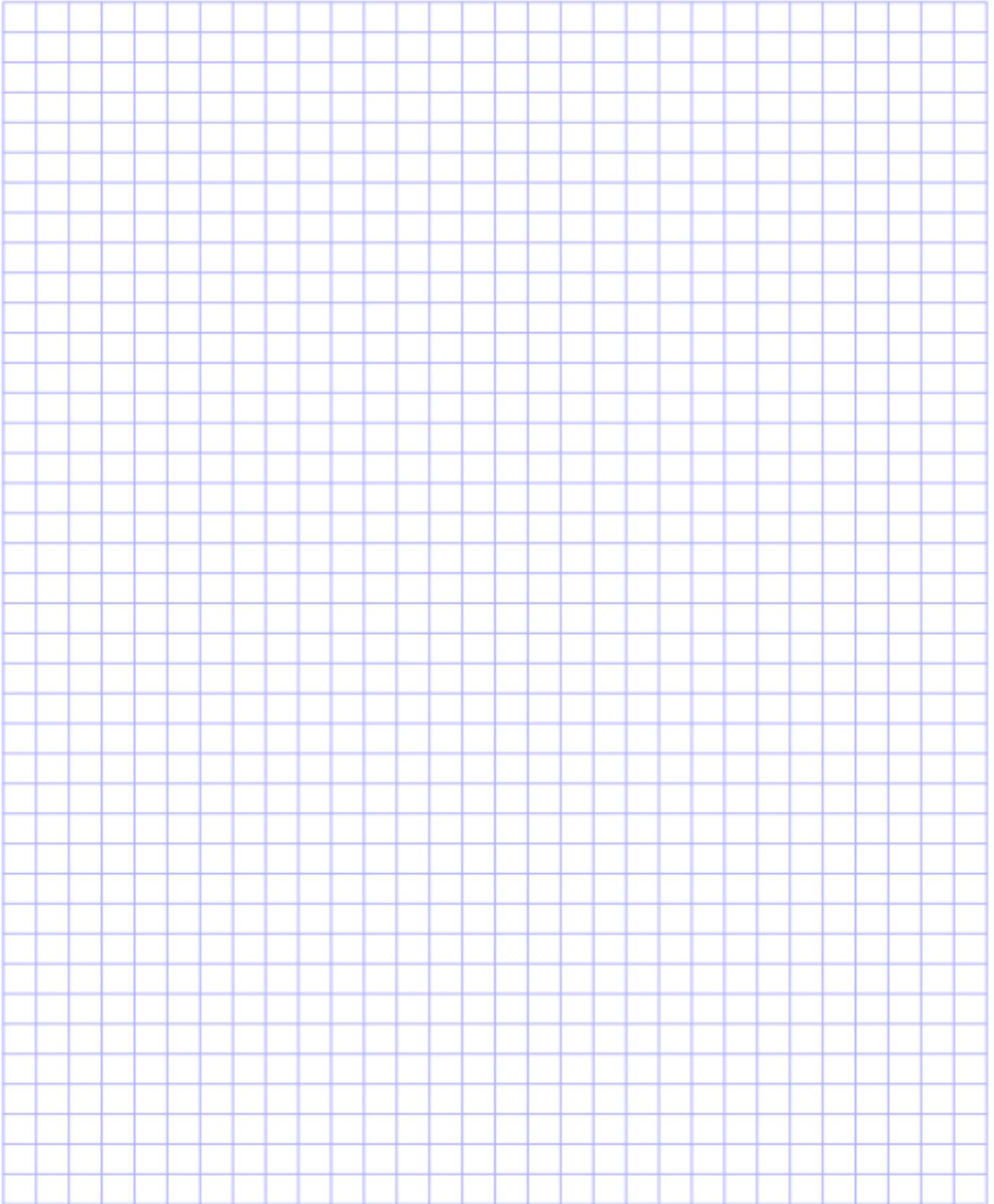
REQUIRED TO PROVIDE

- 7 sets of a complete ZBA Application form. One with original signature
- 7 sets of a complete Notice of On-Site Inspection form. One with original signature IF REQUIRED
- 7 copies of a clear sketch must accompany this application. This sketch must be a minimum of 8 1/2" X 11" and must show the property dimensions, all buildings presently existing or proposed on the site, the size of all yard areas, all structures within 50 feet of the property, the location and size of any other important property characteristics such as easements, septic fields, flood plains, etc. You may use graph sheet included in this application or supply your own. **APPLICATIONS WITHOUT A SKETCH CANNOT BE ACCEPTED**
- A COPY OF THE REJECTION** FROM THE CITY ENFORCING OFFICIAL MUST BE PRESENTED WITH THIS APPEAL.

FEEES NON-REFUNDABLE FEES DUE WITH APPLICATION

\$750 + Additional Planner and or Legal Review Escrow Fee as Required

FEE INCLUDES ONE ZBA REVIEW AND PUBLIC HEARING



NOTICE OF "ON-SITE" INSPECTION

Name of Applicant _____

Telephone (Home) (Work/Other): _____

Email Address (Personal) (Work/Other): _____

Current Address _____

Address of site to be inspected: _____

Near Crossroads: _____ and _____

According to your application, members of the Z.B.A. and / or City Staff or Consultants will inspect the following:

- LOT LINES ACCESSORY BUILDING(S)
- DECK(S) ADDITION(S)
- ROADWAY HOUSE
- OTHER: _____

Your property must be staked to show the proper location of your variance request at least two weeks prior to the Zoning Board of Appeals hearing. Make certain the measurements on the application are accurate!

- All perimeters, corners, and other necessary reference points of proposed project must be clearly staked
- Stakes must be at least 2 feet in height
- Stakes must be of substantial material and conspicuously marked
- Stakes are to remain in place until your appeal application has been processed

By signing this document, you are giving permission to the members of the City of Grosse Pointe Park Zoning Board of Appeals and any necessary City Employees or Consultants, to make on-site inspections on your property for this variance request.

This form must be signed by the Applicant or a legal representative. The appeal will be postponed until complete.

Signature of Applicant: _____ Dated: _____