



Building & Planning
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CITY OF BERKLEY, MICHIGAN

ZONING BOARD OF APPEALS

APPLICATION FORM

A complete application, a check payable to the 'City of Berkley', and 15 copies of a survey, folded plans, and other applicable data must be submitted to the City of Berkley one month prior to the date of the ZBA hearing. Fee: \$300.00 If an application is withdrawn more than 3 weeks prior to the meeting date, 90% of the fee will be refunded. If the application is withdrawn less than 3 weeks prior to the meeting, no refund will be given. Account Number: 1019.

The Zoning Board of Appeals meets the second Monday of every month. The meetings are held at 7:30 p.m. in the Council Chambers at the City Hall, 3338 Coolidge Highway, Berkley, Michigan 48072.

APPLICANT:

Name: _____ Phone: _____

Address: _____

Relationship to Property (current tenant, representative, future tenant, future owner, owner)

PROPERTY OWNER:

Name: _____ Phone: _____

Property Owner Address: _____

PROPERTY DESCRIPTION:

Address: _____

Sidwell (Tax I.D. #): _____ Lot & Subdivision: _____

Current Zoning Classification: _____ Current Use of Property: _____

VARIANCE REQUEST:

Description of Request: _____

From the City of Berkley Code, Chapter _____ Section _____

Has the City refused a permit for the request? _____

GROUNDS FOR APPEAL:

There are two types of variances: non-use variances and use variances. A use variance permits the use of land that is otherwise not allowed in a zoning district. A non-use variance is a variance regarding setbacks; height; parking; sign size or placement; fences and walls.

In either case, the applicant must prove to the Zoning Board of Appeals that not receiving this variance will cause undue hardship or practical difficulty. Please complete either the use variance or non-use variance sections (whichever is applicable to your request)—DO NOT COMPLETE BOTH SECTIONS.

NON-USE VARIANCE

A non-use variance is a variance regarding setbacks; height; parking; sign size or placement; fences and walls. The need for the variance is due to unique circumstances or physical conditions of the property because

_____.

The need for the variance is not the result of actions of the property owner or previous property owners because

_____.

Strict compliance with the ordinance will unreasonably prevent the property owner from using the property for a permitted purpose or will render conformity with those regulations unnecessarily burdensome because

_____.

The requested variance is the minimum variance necessary to do substantial justice to applicant as well as other property owners because _____

_____.

The requested variance will not adversely impact the surrounding properties because:

_____.

USE VARIANCE

A use variance permits the use of land that is otherwise not allowed in a zoning district.

The building or land cannot be reasonably used for any of the uses permitted by right or by special use permit in the current zoning district because: _____

The need for the variance is due to unique circumstances or physical conditions of the property because:

Proposed use will not alter the essential character of the neighborhood because:

The need for the variance is not the result of actions of the property owner or previous property owners because _____

I understand that ZBA members may need to access my property to better understand my case. I understand that financial hardship cannot be considered. I have received the brochure outlining ZBA procedures and requirements.

Signature of Applicant

Date

Office Use Only

Date Application Received: _____ Fee: _____ Receipt Number: _____

Hearing Date: _____ Case Number: _____

Zoning Board of Appeals Decision: _____