



City of Walled Lake  
Department of Planning and Development  
1499 E. West Maple Road, Walled Lake, MI 48390  
Phone (248) 624-4847 – Facsimile (248) 624-1616

## **ZONING BOARD OF APPEALS APPLICATION**

### **INSTRUCTIONS**

Applications must be type written or printed legibly in ink and be accompanied by twelve (12) copies of completed application which must include plot plan, pictures, drawings, etc. The plot plan must be accompanied by and based on a survey prepared by a registered land surveyor or engineer, drawn to scale, include all property lines and dimensions, existing and proposed buildings, structures and setbacks on the subject property and on adjacent properties. On variance requests involving lot coverage, computation of lot and building area must be shown. Additional information to include photographs of the property, adjacent buildings or properties, narrative explanations, statements from neighbors, etc...may be attached.

### **GENERAL INFORMATION**

**Applicant\*** \_\_\_\_\_ **Email:** \_\_\_\_\_

\*If not owner of record, applicant shall furnish signed and notarized affidavit.

Street Address, City, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Owner of Record** \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Street Address, City, Zip Code \_\_\_\_\_

### **PROPERTY INFORMATION**

Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Lot Number \_\_\_\_\_ Sidwell Number \_\_\_\_\_ Lot Size \_\_\_\_\_ (sq. ft.) Zoning District \_\_\_\_\_

Legal description of existing parcel(s) of land involved in the application \_\_\_\_\_

(Circle One) N S E W of \_\_\_\_\_ Road between \_\_\_\_\_ and \_\_\_\_\_ Roads

Zoning of adjacent properties: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

☐ Other (Specify \_\_\_\_\_)

Proposed Improvement \_\_\_\_\_

Description of variance requested (attach additional pages if more than one variance is being requested) \_\_\_\_\_

**ATTACH THE FOLLOWING:**

A. Site plan drawing to include the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Property boundaries       | <input type="checkbox"/> Existing and proposed buildings           |
| <input type="checkbox"/> Topographic relief        | <input type="checkbox"/> Existing and proposed roads and utilities |
| <input type="checkbox"/> Existing zoning           | <input type="checkbox"/> Existing natural features                 |
| <input type="checkbox"/> Setback lines             | <input type="checkbox"/> Auto ingress and egress                   |
| <input type="checkbox"/> Parking and loading areas | <input type="checkbox"/> Landscaping                               |
| <input type="checkbox"/> North arrow               | <input type="checkbox"/> Scale                                     |
| <input type="checkbox"/> Who prepared drawing      | <input type="checkbox"/> Preparation date                          |

B. Photographs illustrating conditions on the site related to the proposed variance are helpful and must be included.

Have there been any previous variance requests involving this property? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

Approximate date (Month/Year) \_\_\_\_\_

Disposition of the case \_\_\_\_\_

**PERIOD OF VALIDITY**

The relief granted by the Zoning Board of Appeals shall be valid for a period of no longer than six (6) months, unless otherwise specified by the Zoning Board of Appeals, and within such period of effectiveness, actual, on-site improvement of the property in accordance with the approved plan and the relief granted, under a valid building permit, must be commenced or grant of relief shall be deemed void.

All correspondence and notices regarding this application will be sent to the individual identified as the applicant on this form.

I certify that all of the information that has been provided in this application is accurate.

**Signature of Applicant** \_\_\_\_\_

Printed Name \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_

Printed Name \_\_\_\_\_

**DEPARTMENT USE ONLY**

**Date Received** \_\_\_\_\_ **Case Number** \_\_\_\_\_ **Fee Paid** \_\_\_\_\_ **Hearing Date** \_\_\_\_\_

## DECISION-MAKING INFORMATION

**Non-Use Variance** – A variance from any standard requirement of the ordinance (i.e. deviation from setback, parking, landscaping, sign standards, density, height or bulk regulations). The ZBA may grant a non-use variance **ONLY** upon the finding that a **PRACTICAL DIFFICULTY EXISTS**. Responses to the following questions will allow the ZBA to make the determination.

1. Why would strict compliance with the zoning ordinance prevent you from using your property or be unnecessarily burdensome?

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2. Explain how the variance will do substantial justice to the applicant, as well as to other property owners.

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3. Would a lesser variance allow you to use the property as desired? Explain.

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4. Describe the circumstances unique to your property and not generally applicable in the area or to other properties in the zoning district.

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5. Explain why the requested variance is not self-created (due to the actions of the applicant, owner, or the predecessors).

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## DECISION-MAKING INFORMATION

**Use Variance** – A variance that permits a use that is otherwise prohibited in a zoning district. The ZBA may grant a use variance **ONLY** upon the finding that an **UNNECESSARY HARDSHIP EXISTS**. Responses to the following questions will allow the ZBA to make this determination.

1. Why can't the property be used for a use that is permitted in the zoning district?

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2. Describe the circumstances unique to your property and not generally applicable in the area or to other properties in the zoning district.

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3. Explain why the requested variance is not self-created (due to the actions of the applicant, owner, or their producers).

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4. Is the proposed use compatible with the existing uses and character of the area? Explain.

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