



City of Rochester

400 Sixth Street
Rochester, MI 48307
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ZONING BOARD OF APPEALS APPLICATION FOR HEARING

Date Filed: _____ Amount of Fee Paid: \$ _____

Location of Property: _____

APPELLANT: _____

Address: _____

Phone: _____ E-MAIL: _____

OWNER:

Address: _____

Phone: _____ E-MAIL: _____

DEADLINES:

- The completed Application for Hearing must be received by the City Clerk no later than **Noon, three (3) weeks prior** to the next regular meeting of the Zoning Board of Appeals.
- If the time limit is met, the City will make a reasonable effort to schedule consideration of said plan during the next regular meeting of the Zoning Board of Appeals.
- **Submittals received after the cut-off time will be placed on the agenda of the subsequent meeting.**

Note: The Zoning Board of Appeals normally meets the fourth Wednesday of each month at 7:00 P.M. in the Municipal Building, 400 Sixth Street. Please check the City website for the date of each meeting.

REQUIREMENTS:

- Provide all required documentation and check to the **City Clerk**.
- Provide **DIGITAL & 16 COPIES of the blueprint** drawings of the site plan (pre-folded to ¼ size with the blueprint seal on the outside).
- Provide **DIGITAL & 16 COPIES of the completed Application**.
- Provide **DIGITAL & 16 COPIES of correspondence and any written documents**.
- Provide a check payable to the *City of Rochester* in the amount of **\$250.00**.
- Provide **DIGITAL blueprints, application, correspondence and any written documents** to the City Manager's Office at citymanager@rochestermi.org.

APPEARANCE IS REQUIRED:

APPLICANT OR A REPRESENTATIVE FOR THE APPLICANT MUST ATTEND THE ZONING BOARD OF APPEALS MEETING IN ORDER TO ANSWER ANY QUESTIONS BY THE ZBA MEMBERS.

FAILURE OF THE APPLICANT OR APPLICANT REPRESENTATIVE TO ATTEND THE ZONING BOARD OF APPEALS MEETING MAY RESULT IN TABLING CONSIDERATION OF THE APPEAL OR DENIAL OF THE APPEAL.

Complete the appropriate section below. Additional information is to be supplied on separate sheets if the space provided on this form is inadequate. Attach plans, drawn to scale, showing shape and dimension of lots, buildings and lines of proposed building to be erected, altered or changed, also indicating setbacks, relationship to neighborhood lots and other pertinent information.

SECTION 1. Interpretation or Administrative Review

The appellant respectfully requests that an interpretation be made by the Board of Appeals of Article _____, Section _____, of the City Zoning Ordinance.

An appeal is requested for a review of a determination made by the Zoning Ordinance enforcing officer. (See Section 3002a)

An appeal is made for an interpretation of the Zoning Map as follows. (Article 1, Section 100)

An interpretation of the Zoning map is requested for the following reasons:

SECTION 2. Variance (A variance is for a structure otherwise prohibited by the ordinance and can be granted only in showing an undue hardship or practical difficulty. See Article 30, Section 3001b.)

The appellant respectfully requests that an adjustment of the terms of the Zoning Ordinance be made in the case of his property because the following peculiar or unusual conditions are present which justify a variance:

The following unnecessary hardship will result if the variance is not granted:

By signing this application, the undersigned hereby grants full authority to the City of Rochester, its agents, employees, representatives and/or appointees to enter upon the undersigned lands and properties for the purpose of inspection and examination incidental hereto.

Signature of Owner: _____

(Print Name)

Date: _____

Signature of Applicant (if not Owner): _____

(Print Name)

Date: _____

REVIEWED AND CONFIRMED VARIANCE IS NEEDED:

CITY OF ROCHESTER CODE INSPECTOR

Date: _____