

# City of Romulus – Board of Zoning Appeals

## DIMENSIONAL (NONUSE) VARIANCE APPLICATION

Planning Department 11111 Wayne Road, Romulus MI 48174 Phone: (734) 955-4530 Fax (734) 941-5842

The application must be accompanied by the data specified in the Zoning Ordinance plus the required review fees. Incomplete applications **WILL NOT** be accepted, and will delay processing. Applications must be received and found complete by 12:00 Noon on the submission date or will be held until the next meeting for processing. It is recommended you submit your application in advance of the submission deadline to avoid delay.

**Site Information:**  
 Property Address: \_\_\_\_\_  
 Parcel ID#’s: \_\_\_\_\_  
 \_\_\_\_\_  
 The property is located on the NORTH/SOUTH/EAST/WEST side of \_\_\_\_\_ Road; Between \_\_\_\_\_ Road and \_\_\_\_\_ Road.  
 Total Gross Acres: \_\_\_\_\_  
 Existing Use of Property: \_\_\_\_\_  
 Property Zoning: \_\_\_\_\_

**Project Information: *This Section to be completed by City***  
 Case Number: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
 Non Use Variance Fee: **\$200.00 –Residential;**  
**\$400.00 –Commercial/Industrial; \$500.00 + Sketch Plan Fee**  
**Temp. Use or Building** (If multiple variance are requested each additional variance will be charged half the initial fee)  
 Copy Fee: \_\_\_\_\_ Copies x 14 sets x .05 = \$ \_\_\_\_\_  
 Total Fee: \_\_\_\_\_

**Variance Request:**  
 Variance requested to Section: \_\_\_\_\_  
 \_\_\_\_\_  
 Description of Requested Variance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Site Conditions:**  
 Number of existing Buildings on Site: \_\_\_\_\_ Use, Area and Dimension of Each Structure: \_\_\_\_\_  
 \_\_\_\_\_  
 Area and Dimensions of Proposed Structure: \_\_\_\_\_  
 \_\_\_\_\_  

Existing Yard Setbacks	Proposed Yard Setbacks
Front: _____	Front: _____
Sides: _____/_____	Sides: _____/_____
Rear: _____	Rear: _____

**Applicant Information:**  
 Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_  
 Email/Fax: ( ) \_\_\_\_\_

**Property Owner Information:**  
 Name: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_  
 Email/Fax: ( ) \_\_\_\_\_

- Required Application Attachments Checklist:**
- 1 - Copy of Proof of Ownership (warranty deed)
  - 1 - Copy (front and back sides) of Legal Property Owners Drivers license
  - 1 - 8 ½" x 11" Plot plan (if larger 14 sets must be submitted and folded to 8 ½" x 11")
  - 1 - Copy of the denial letter from the Building Department
  - Completed application, including written answers to the "justification for Variance" questions on page two of this application
- APPLICATIONS WITHOUT THIS INFORMATION WILL **NOT** BE ACCEPTED**

- Plot Plan Requirements:** A plot plan or mortgage survey must be or be folded to 8 ½"x11" in size
- Plan must be drawn to scale and indicate the following:
    - property dimensions
    - Road names
    - existing and proposed structures
    - setback information for each structure
    - All easements

**City of Romulus – Board of Zoning Appeals**  
**DIMENSIONAL (NONUSE) VARIANCE APPLICATION Pg. 2**

**Justification for Nonuse Variance:** A dimensional variance may be allowed by the Board of Zoning Appeals only in cases where there is evidence of a ***practical difficulty***. Please provide written explanation to the following for the Boards consideration: You can attach separate sheets if necessary provided each sheet clearly indicates the original statement and provides the property information and petitioner information on each page.

1. Explain if there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district. **Exceptional or extraordinary circumstances or conditions may include:** *Narrowness, shallowness or shape of a specific property on the effective date of this Ordinance; or Topographic or environmental conditions on the land, building or structure; or By reason of the use or development of the property immediately adjoining the property in question; whereby the literal enforcement of the requirements of this Ordinance would involve practical difficulties.*

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2. Explain how the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. *The possibility that compliance with this Ordinance may prove to be more costly (financial hardship) shall not be part of the consideration of the Board.*

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3. Explain how the variance, if granted, would not be detrimental to adjacent property and the surrounding neighborhood.

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4. Explain how the variance, if granted, would not materially impair the intent and purpose of this Ordinance.

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5. Explain how the need for the variance request was not created by the applicant.

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**Affidavit of Petitioner:**

I, the undersigned petitioner, being duly sworn, depose and say that the statements and information submitted are true and correct to the best of his/her knowledge, information and belief, further that s/he is authorized to submit this petition. I further acknowledge that the City and its employees shall not be held liable for any claims that arise as a result of acceptance, processing, or approval of this application. I also understand that by signing this application I authorize City staff and/or its representatives to conduct visits to the subject property and allow for reasonable access to the property.

Print Applicant Name	Date	Print Property Owners Name	Date
Signature of Applicant	Date	Signature of Property Owner	Date

**Notary for Applicant:**

Subscribed and sworn before me, this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_. A Notary Public in and for \_\_\_\_\_ County, Michigan.

\_\_\_\_\_  
 (Signature)  
 Notary Public

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**Notary for Property Owner:**

Subscribed and sworn before me, this \_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_. A Notary Public in and for \_\_\_\_\_ County, Michigan.

\_\_\_\_\_  
 (Signature)  
 Notary Public

My Commission expires \_\_\_\_\_, 20\_\_\_\_.