

City of Romulus – Board of Zoning Appeals

NON-USE/DIMENSIONAL VARIANCE APPLICATION

Planning Department--11111 Wayne Road, Romulus MI 48174--Phone: (734) 955-4530--www.Romulusgov.com (3/19)

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 at least *33 days* prior to the BZA meeting 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/Dimensional Variance Fee: **\$200.00 Residential;**
\$500.00 Nonresidential

(If multiple variance are requested each additional variance will be charged half the initial fee)

Copy Fee: _____ Copies x 14 sets x .05 = \$ _____

Variance Request:

Variance Request to Section: _____

Description of Requested Variance and Reason for Request: _____

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



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Justification for 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.*

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.*

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

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

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

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____.