

# City of Romulus – Board of Zoning Appeals

## USE VARIANCE APPLICATION



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

**Site Information:**  
 Name of Project: \_\_\_\_\_  
 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: \_\_\_\_\_  
 Public Hearing Date: \_\_\_\_\_  
 Use Variance Fee: **\$800.00** \* includes a \$400.00 non refundable city fee plus an estimate of \$400.00 to cover the hourly rate of the consultant. An Escrow account will be established to track expenses. *The Applicant is responsible for covering the actual cost of consultant time reviewing the case.*  
 Copy Fee: \_\_\_\_\_ Copies x 14 sets x .05 = \$ \_\_\_\_\_  
 Total Fee: \_\_\_\_\_

**Use Variance Request:**  
 Description of Requested Use Variance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Zoning District(s) Use Allowed (if applicable): \_\_\_\_\_

**Site Conditions:**  
 Is the property vacant \_\_\_\_ YES \_\_\_\_ NO  
 If NO, describe the amount, type and use of each structure on site: \_\_\_\_\_  
 \_\_\_\_\_  
 If YES, describe the proposed development of the use including any structures, parking or site improvements: \_\_\_\_\_  
 \_\_\_\_\_

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

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

- 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, if applicable
  - Completed application including written answers to the "Justification for Use Variance" questions on page 2 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



**Justification for Use Variance:** A use variance may be allowed by the Board of Zoning Appeals only in cases where there is evidence of **unnecessary hardship**. 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. Describe how the condition, location, or situation of the specific piece of property or of the intended use of the property is unique to that property. 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 or other extraordinary situation 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 why the building, structure or land cannot be reasonably used in a manner consistent with the uses allowed in the zoning district in which it is located.

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3. Explain how the use variance will not alter the essential character of the neighborhood or the intent of the Master Plan, nor be a detriment to adjacent properties.

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4. Explain how the use variance will not materially impair the intent and purpose of this Ordinance or the district in which the property is located.

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5. Explain how the immediate unnecessary hardship causing the need for the use 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\_\_\_\_.