

**PROCEDURES FOR REQUESTING A VARIANCE FROM ZONING APPEALS
BOARD**

1. Completed fill our Appeal Application Form, **BEFORE** returning application; **Sign and have your signature notarized.**
2. APPLICATION MUST BE ACCOMPANIED by sufficient information such as drawings, site plan, floor plans and/or photographs to show the nature of what you propose and what the practical difficulty or undue hardship is.
3. In the event this petition is filed by someone other than the ACTUAL PROPERTY OWNER, obtain a LETTER OF AUTHORITY from the actual property owner. This letter will give you permission to appear before the Board with your specific requests.
4. The Board meets on the fourth Wednesday of each month with the Application-filing deadline (45) days prior to the meeting date. **INCOMPLETE** applications/submissions will be held until complete information is submitted and will be scheduled for the next available meeting date.
5. When you file your appeal with this Department, supply us with original items #1, #2, & #3, above plus ten (10) copies of these items.
6. Submit the required \$400.00 Residential, \$800.00 Non-Residential, \$700.00 for a Special Meeting, non-refundable filing fee with the application, check made payable to the City of Keego Harbor.

Please note: All communication with Appeals Board Members is to be through application materials and at public meetings ONLY. Solicitation of board members on an individual basis outside of these venues is inappropriate.

If you have any questions regarding the above information, please contact:

The City of Keego Harbor
2025 Beechmont
Keego Harbor, MI 48320

Attn: City Planner –
Ph- (248)-682-1930

For Department Use Only

Application No. _____

Date Filed: _____

**SUBMIT (TYPE OR PRINT INK ONLY): Original Plus 10 Copies of Appeal
and All Drawings.**

State of Michigan, City of Keego Harbor, before the Zoning Board of Appeals,
from the provisions of Article 17 of The City of Keego Harbor Zoning Ordinance.

I, _____ state under oath, the following facts:
(Name of Petitioner)

1. Name & address of Petitioner _____

2. Name & address of Property Owner _____

3. ADDRESS OF SUBJECT PROPERTY _____

4. Legal Description of Property _____

5. Current zoning and use of the property _____

6. Petitioner's status with respect to the property _____

(owner, mortgagee, land contract purchase, etc.)

7. Date Petitioner acquired said interest in property _____

8. **Attach a Site Plan showing what the petitioner wishes to do with the property along with photographs, building floor plans, etc. MUST be attached hereto as exhibits. State proposed use of property, size of lot, and size and type of proposed changes.**

9. The variance cannot be granted unless each of the following questions are answered in a manner satisfactory to the Zoning Board of Appeals. Fees: \$400.00 Residential, \$800.00 Non-Residential and \$700.00 Special Meeting.

The ZBA may grant a requested variance only upon a finding that practical difficulties exist. A finding of practical difficulties shall require demonstration by the applicant of the following:

- a. Strict compliance with restrictions governing area, setback, frontage, height, bulk or density will unreasonably prevent the owner from using the property for a permitted purpose or will render ordinance conformity unnecessarily burdensome.

- b. The variance will do substantial justice to the applicant, as well as to other property owners.

- c. A lesser variance than requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.

- d. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable to other properties in the same zoning district.

- e. The problem and resulting need for the variance has not been self-created.

- 10 Attach a letter of authority, or power of attorney, in case the appeal is made by a person other than the actual owner of the property.

WHEREFORE, Petitioner requests the variance be granted from the above named Chapter and Section of the Codified Ordinance of Keego Harbor in order to permit: _____

in accordance with the plans attached hereto as Exhibit No. _____

I hereby depose and say that all of the aforementioned statements, and the statements contained in the papers submitted herewith are true and correct.

(Signature of Petitioner)

(Address of Petitioner)

(Telephone Number)

(Date of Public Hearing) (Office Use Only)

STATE OF MICHIGAN)vs.
COUNTY OF OAKLAND

On this _____ day of _____, 20____, before me personally appeared the above named applicant and made oath that he/she has read the foregoing application by him/her subscribed and knows the content thereof, and that the same is true as to his/her own knowledge except as to those matters therein stated to be upon his information and belief and as to those matters, he/she believes them to be true.

(print person's name being notarized)

(Notary Public)
Oakland County, Michigan

My commission expires: _____