



Size of structure: \_\_\_\_\_ Size of proposed structure: \_\_\_\_\_

Height of proposed structure: \_\_\_\_\_

Has Building/Zoning Inspector refused to issue permit? \_\_\_\_\_

Have there been previous appeals on this property? \_\_\_\_\_

Application number: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Disposition of the case: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- The undersigned hereby declare(s) under penalty of perjury that the foregoing application has been examined by me (us) and that the contents thereof are true to the best of my (our) knowledge, information and belief.
- The applicant accepts all responsibility for all of the measurements and dimensions contained within this application and attachments and or plans, and the applicant releases the City of Farmington Hills and its employees, officers, and consultants from any responsibility or liability with respect thereto.

\_\_\_\_\_  
APPLICANT SIGNATURE Date  
*(please print name below)*

\_\_\_\_\_  
OWNER SIGNATURE Date  
*(please print name and title, if applicable)*

**APPLICATION INSTRUCTIONS**

The ZONING BOARD OF APPEALS, by State Statute, can grant a variance only if reasons set forth in Section 34-666 are met which includes demonstrating “practical difficulty” for a non-use variance or “unnecessary hardship” for a use variance.

PLEASE NOTE: No application will be accepted without the petition form completed and with all pertinent information included, plans attached, and the fee paid.

THE FOLLOWING MUST BE SUBMITTED ALONG WITH THE APPLICATION, OR THE ZONING DIVISION WILL NOT ACCEPT YOUR APPLICATION:

- A site plan, showing all existing structures. If a new structure is proposed, show its setback to the property line and distance from the principal structure.
- A drawing of the site layout at least 8 ½” by 11” in size, drawn to scale. If the site layout is based on a 24” x 36” blueprint, then one (1) full size copy and fifteen (15) 8 ½ x 11” copies should be provided. The full-sized copy should be folded to fit into a legal size jacket.
- A drawing of the proposed structure with dimensions noted.
- If the appeal involves setback variances, setbacks of all adjoining properties and buildings must be noted on the plan; if the appeal involves wall signs, elevations

of the building must be submitted with the sizes and locations of existing wall signs. For all sign applications, all existing freestanding signs must be noted.

- Photographs of the property (optional). Photographs of the property and adjacent buildings and abutting properties are helpful to the Board and should be submitted whenever possible. If the photographs are in color, provide 15 copies.
- All plans submitted for the file or presented at the meeting must remain part of the permanent ZBA file.

**DESIGNATED FEES:**

<u>Single Family Residential Use OR Zone:</u>	<u>\$110.00</u>
<u>All others:</u>	<u>\$340.00</u>

**SPECIAL HEARING may be requested, subject to approval of the Board: \$960.00**

State law requires that mailings go out to all owners of property plus all occupants within 300' of the subject property.

All required mailings over 25 letters will be charged \$1.25 each.

**ALL REQUIRED DESIGNATED FEES MUST BE PAID IN FULL BEFORE THE HEARING. NO HEARINGS WILL BE HELD UNTIL ALL FEES ARE PAID IN FULL.**

**REQUESTS FOR REFUND:**

<u>Non-refundable fee</u>	<u>\$20.00</u>
<u>If application has been reviewed</u>	<u>NO REFUND</u>

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**FAILURE TO APPEAR AT THE MEETING EITHER IN PERSON, OR BY REPRESENTATIVE, WILL BE SUFFICIENT CAUSE FOR THE BOARD TO DENY THE REQUEST OR DISMISS THE CASE.**

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**SITE VISIT:**

**THE MEMBERS COMPRISING THE BOARD OF APPEALS VISIT THE SITE UNDER CONSIDERATION PRIOR TO THE HEARING. THIS IS AN INFORMAL VISIT USUALLY MADE THE SUNDAY MORNING BEFORE THE HEARING DATE. NO TESTIMONY IS TAKEN ON SITE VISITS. INTERESTED MEMBERS OF THE PUBLIC MAY ALSO ATTEND. IT IS NOT NECESSARY FOR YOU TO BE PRESENT UNLESS YOU HAVE BEEN ADVISED OTHERWISE.**

- Applicants for a variance for freestanding signs must have the sign location staked on the property for the week preceding the ZBA meeting.
- Applicants for a setback variance for a structure, building, or addition must stake the location of the perimeter of the building or the site of the structure on the property for the week preceding the ZBA meeting.

Applicant's Initials

\_\_\_\_\_

(COMPLETE THIS PAGE WITH APPLICANT'S INITIALS)