



# Zoning Board of Appeals Application

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • 231 348-0350

Case # \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: _____	State: _____	ZIP Code: _____
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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Interest in property, if applicant is not owner: \_\_\_\_\_

### Owner Information (if different than applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: _____	State: _____	ZIP Code: _____
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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### I am requesting a variance from the requirements of the Zoning Ordinance and understand the importance of knowing exactly where my property lines are relative to all structures. I have been advised that the only way to know this information for certain if the property stakes cannot be found is to obtain a property survey. I am not required to obtain a survey to make application to the Zoning Board of Appeals, but understand that the Board may postpone action on my request until one is provided to ensure that all dimensional standards stated in my application are correct.

As the applicant, I state that all information provided here in is accurate to the best of my knowledge. I further authorize City of Petoskey staff and Board of Appeals members to enter upon the property for which a variance or special exception from the Zoning Ordinance is sought.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(required if the applicant is not the property owner)

### Property Location

Address: \_\_\_\_\_

Zone: \_\_\_\_\_

Use: \_\_\_\_\_

**Property Information**

	<b>Code Required</b>	<b>Actual</b>	<b>Proposed</b>
Lot Area	_____	_____	_____
Front Setback	_____	_____	_____
Side Setback	_____	_____	_____
Side Setback	_____	_____	_____
Rear Setback	_____	_____	_____
Building Height	_____	_____	_____
Other	_____	_____	_____

**Type of Request**

- Variance
- Administrative Review
- Temporary Use
- Exception of Special Approval
- Interpretation
- Appeal

Applicable Code Sections: \_\_\_\_\_

Specific Request: \_\_\_\_\_

**APPLICANT STATEMENT OF HARDSHIP OR EXCEPTIONAL PRACTICAL DIFFICULTY CREATED BY ZONING CODE REQUIREMENTS.**

This statement must apply specifically to your property and address exceptional narrowness, shallowness, shape, area, topographic conditions or other extraordinary or exceptional conditions of the property (may be submitted on a separate sheet).

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

**Required Submittal Materials**

If an application is not complete upon submittal, it will be held until all required materials are provided. Please provide eight (8) hard copies and one electronic copy of the following:

- Dimensioned Site Plan, including elevation(s) of structure (existing and proposed)
- Photographs

**NOTE TO APPLICANT: A variance is valid for construction within 12 months of the approval date. If construction is not commenced within 12 months, the variance is no longer valid.**

**Please note that a public hearing notice will be posted on our property stating your request and the date, time and location of the Zoning Board of Appeals hearing.**

**For Office Use Only**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Filing Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_



# City of Petoskey

Office of City Planner  
101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500

**SAMPLE**

## Zoning Board of Appeals Zoning Ordinance Regulation Variance Checklist

Date: \_\_\_\_\_ Case Number: \_\_\_\_\_

**It is the applicant’s responsibility to prove a practical difficulty. It is not the job of the ZBA to find the practical difficulty for the applicant.**

Issue to be evaluated (Practical Difficulty)	Supports the variance	Does not support the variance	Notes
Will strict compliance with the dimensional requirements of the zoning ordinance prevent the applicant from using the property for the permitted purpose? - A variance is granted for circumstances unique to the PROPERTY, not those unique to the owner.			
Is there a way to accomplish the same purpose without a variance or with a lesser variance regardless of convenience or expense? - The ZBA considers the property, not issues with the interior of the structure.			
Is the need for the variance due to a situation that is unique to the property and would not generally be found elsewhere in the same zoning district? - If the situation is often repeated in the same zoning district, then the variance request should be denied.			
If granted, will the variance uphold the spirit and intent of the ordinance and be fair to neighboring properties? - There are reasons the ordinance was adopted and those reasons should be respected and upheld.			
Has the need for the variance been created through previous action of the applicant? - The Appeals Board is not responsible for “bailing out” and applicant who created the need for a variance.			