



# VARIANCE (ZBA) PROCEDURES

## OVERVIEW

The attached information is a guide for assisting developers and property owners through the Variance Review Process. This is a *summary guide only*. **It is the applicant's responsibility to review the full standards contained within Article XIV Zoning Board of Appeals within the Township Zoning Ordinance.**

## REVIEW PROCESS

<i>Submittal Deadline</i>	<p>The information required for variance review must be provided to the Township by the 12:00 PM deadline five (5) weeks in advance of the next ZBA meeting. ZBA meetings are held the third Thursday of each month (as needed).</p>
<i>Application / Required Information</i>	<p>The following information must be submitted in order for an application to be deemed complete:</p> <ul style="list-style-type: none"><li>• Application form with the name(s), address(es) of the petitioner(s), property owner(s) and the interest of the petition in the property. Property owner(s) must give written consent to the petitioner.</li><li>• Completed supplemental information sheet.</li><li>• Legal description, address(es) and tax parcel number(s) of the subject property(ies).</li><li>• Site plan with an accurate scaled drawing of the property showing the following:<ul style="list-style-type: none"><li>○ Property lines with dimensions.</li><li>○ All existing and proposed structures and their dimensioned locations.</li><li>○ All calculations necessary to show compliance and/or non-compliance with the regulations of the Township Zoning Ordinance.</li></ul></li></ul> <p>Review fees shall be enclosed as part of a complete variance application.</p> <p>Residential Fee: \$850</p> <p>Commercial Fee: \$1,000</p>

<i>Notice of Public Hearing</i>	Upon receipt of a complete application, Township staff will make property notification of the meeting as required by P.A. 110 of 2006, as amended, which includes: (1) that a notice be published in a newspaper of general circulation within the Township not less than 15 days before the date of the application will be considered for approval and (2) that notice shall also be sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the zoning jurisdiction.
<i>Planner / Staff Review</i>	The Township Zoning Official will review the variance request based upon the required standards and findings outlined in <b>Section 36-427</b> . This review will be presented during the public hearing conducted at the Zoning Board of Appeals meeting.
<i>Public Hearing &amp; Zoning Board of Appeals Action</i>	<p>Upon hearing the Planner's review and conducting a public hearing, the Zoning Board of Appeals will approve, approve with conditions, or deny the variance request. The Zoning Board of Appeals may postpone action on the request if it is determined that additional information is needed from the applicant that would help address the standards and findings of <b>Section 36-427</b>.</p> <p><b>The decision of the Zoning Board of Appeals is final. A party aggrieved by the decision may appeal to the Washtenaw County Circuit Court.</b></p>
<i>Effectiveness</i>	Variances approved by the Zoning Board of Appeals shall be valid for a period of one (1) year. A six (6) month extension may be considered by the Zoning Board of Appeals upon showing of good cause and good faith efforts being made to achieve completion ( <b>Section 36-429</b> ).

*\*The applicant is expected to attend the Zoning Board of Appeals meeting related to the pending request. If you are unable to attend for any reason, a representative may attend on your behalf with submittal of a letter of authority giving the representative permission to represent you. Such representative may be a family member, friend, attorney or other professional.*

*Failure to have representative available to present your case will likely result in the Zoning Board of Appeals tabling your case to the next scheduled meeting (typically one (1) month later). This may also result in an additional public hearing which the owner/petitioner is responsible for the additional public notification fee.*