

## **ZONING BOARD OF APPEALS**

**CITY OF CHARLOTTE  
111 EAST LAWRENCE AVE.  
CHARLOTTE, MI 48813**

The Zoning Board of Appeals (ZBA) is created under Michigan Statute and is a five-member board empowered to act on those matters where the Zoning Ordinance provides for administrative review, interpretation, exception or special approval permit and to authorize a variance.

The ZBA meets on the second Tuesday of the month at 6:00 p.m. in the City hall Council Chambers.

To make a request for a Public Hearing before the ZBA, file the application with the City of Charlotte, Attention LeRoy Hummel, Zoning and Building Department, at the above address. This department must receive the application by the date set by the City Clerk and must include the following:

1. Completed Application
2. \$75.00 Fee
3. A drawing (survey map preferred if available) showing lot dimensions, location, and existing and proposed setbacks.

The ZBA is not a legislative body, it is a judicial body. The ZBA does not have the authority to change or to allow uses not permitted in a district. A decision of the ZBA must comply with the basic intent of the ordinance while maintaining public health, safety and welfare of the community. When deliberating a variance request, the ZBA must consider:

1. Reasons for granting a variance relate to unique conditions or circumstances such as
  - Exceptional narrowness, shallowness, shape or area of a specific piece of property at the time of enactment of this chapter
  - Exceptional topographic conditions
  - Extraordinary or exceptional undo hardship upon the owner of such property.
2. Whether the variance will cause a substantial detriment to the public good.
3. Whether the variance will be substantially impairing the intent and purpose of the zoning.

The petitioner, or a representative, must attend the ZBA Public Hearing. Following the hearing, the ZBA could take action on the request by granting the request as presented, granting the request with conditions, denying the request, or tabling the request for further consideration.

Questions concerning these requirements should be directed to Kevin Fullerton, or LeRoy Hummel, Zoning and Building Department at (517) 543-8830. Please contact this department concerning the dates for submittal.



**TYPE OF VARIANCE BEING REQUESTED**

- Use Variance permits a use of land that is otherwise not allowed in that district.

Example – Temporary use as allowed in the ordinance

- Non-Use Variance – Dimensional Variance permits a modification of yard set backs, building heights, parking requirements, landscaping, or buffering restrictions and related building or facility placement matters and sizes.

I/we have a practical difficulty or unique condition that relates to my property and is not self-created. That unique condition or circumstance is

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**Examples of Unique: Narrow lot, irregular shape of lot, shallow lot topographic or natural characteristics lot size.**

- Other unique circumstance, explain:

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Signature

Date