

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 the public health, safety and welfare of the community. When deliberating a variance request, the ZBA must consider:

1. Reasons for the variance
 - * 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 substantial 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.

**Zoning Board of Appeals
Application**

Name: _____

Address: _____

Telephone day: _____ evening: _____

Address and location of property: _____

Legal Description of Property (attach if necessary): _____

Interest in property (check one):

- Owner Option Tenant _____

Current Zoning (check one):

- R-1 R-2 RT RM-1 RM-2 MH
 OS-1 B-1 B-2 B-3 CBD C
 IRO I-1 I-2 P-1

Current Use (check one):

- Residential Vacant Office Industrial _____
 Institutional Commercial

Request for (check one):

- Variance Exception/Special approval permit
 Interpretation Administrative review

Zoning Ordinance Section(s): _____

Details of Request, including grounds of appeal (attach if necessary): _____

I hereby authorize the members of the Zoning Board of Appeals to enter onto the above mentioned property for inspection purposes.

Signature of Applicant

Date