



CITY OF MONROE
Zoning Board of Appeals Application
(734) 384-9185

FEE: \$500.00

Applicant shall supply 4 full size sets of documents, 6 smaller sets of documents and an electronic version.

(Attach additional sheets, if necessary)

1. **Date:** _____
(Date submitted to Building and Zoning Department)

2. **Address:** _____

3. **Property Description:** _____
(Insert tax number and/or legal description)

4. **Property Dimensions:**

_____	_____
Frontage	Depth

5. **Present Zoning:** _____

6. **Present Use of Property:** _____

7. **Specific Section(s) of Zoning Ordinance to be Reviewed:**

(Cite appropriate sections of Zoning Ordinance)

8. **Specific Variances or action sought:** _____

(Note and attach additional sheets, if necessary)

9. **Extraordinary Circumstances (Hardship)**
Variances may be granted only in those instances where it may be shown that strict application of Zoning Ordinances provisions will cause undue or excessive hardship as a result of circumstances unique to a particular property. Determinations of excessive hardship and unique circumstances may be made only after careful consideration of the following. Please check one or more of the following:

- Is it physically possible to utilize the parcel by honoring all applicable Zoning Ordinance requirements?

Explain

- Are there circumstances which are unique to the particular parcel?

Explain

- Does the hardship, if any, emanate from factors which are considered beyond the owner's control?

Explain

- Will the granting of a variance appreciably alter the neighborhood character?

Explain

Specific reasonable conditions may be imposed by the Board of Appeals when granting a variance. Any conditions which may be imposed must be designed to:

- honor the basic intent of the Zoning Ordinance
- assure the protection of the general health, safety, and welfare.

Any conditions imposed must be made a part of the written record of the proceedings.

10. Exhibits Attached:

(Check appropriate boxes) Legal Description; Scaled Plot Plan:

Vicinity sketch, showing adjacent roads and existing land use of contiguous parcels within 300 feet; Other illustrative materials

Please specify items

11. Legal Owner(s): _____
Name

Address

Telephone

12. Petitioner(s): _____
Name

Address

Telephone

13. Owner(s) Signature: _____

Subscribed and sworn to before me on:

_____ County, Michigan.

Signature: _____

Printed: _____
Notary Public

To be Completed by Building and Zoning Department

1. Petition Number: _____

2. Fee Payment: _____
Date Amount

12. Public Hearing: _____
Date Time

A. Newspaper Publication: _____
Date of Publication / 15 days prior to hearing

B. Personal Notices: _____
Date of mailing to owners and tenants

4. Zoning Board of Appeals Decision: Approved Denied
 Approved with conditions

5. Conditions, if any: _____

Note conditions. Attach additional sheets, if necessary.

STAFF ANALYSIS:

Recommendation: Approval
 Denial
 Approval with Conditions

Signature

Date