



650 S. Riverview Drive • Parchment, Michigan 49004
(616) 349-3785

Application for Variance From Ordinance No. 155 (Zoning Ordinance)

NAME: _____

ADDRESS: _____

PHONE: _____

- 1. Street address, Legal description (plat & lot or metes & bounds) and tax id number of property**
- 2. Are there any restrictions which encumber the property –i.e. deed or plat restrictions, easements, contracts, etc.**
- 3. Applicants interest in the property (titleholder, land contract holder etc.) If owner is other than the applicant please give owners name and address.**

4. **If not the titleholder, does the titleholder approve the application?
Title holder's signature must be on form.**
5. **Present zoning classification**
6. **A.)Present use of Property**

B.) Proposed use of Property if different then Present Use

7. **Nature of the Variance Requested**
 - a. **Section number(s) of Zoning Ordinance for which variance is being requested:**
 - b. **Description of variance being requested. Please be specific.**
 - c. **Attach a detailed lot diagram which shows size, location, present and/or proposed improvements. Include dimensions for lot and all buildings, setbacks, etc.
Minimum 8 ½" x 11"**

8. Describe why you feel you cannot comply with the Ordinance as currently written. Be as specific as possible.

9. Applicant must demonstrate practical difficulties or undue hardship that you feel justify the granting of the variance. Please review the instruction sheet for an explanation of practical difficulties or undue hardship. An inconvenience is not considered a practical difficulty.

I hereby grant the Zoning Board of Appeals permission to conduct a site visit to the above-described property. I or my representative will be at the Zoning Board of Appeals meeting to answer any questions the Board might have.

Signature: _____ Date: _____

Permission of Title Holder (if different than applicant)

I _____ as titleholder of the property named above do hereby approve of this application for a variance. I hereby grant permission for a site visit to the property.

Signature: _____ Date: _____

Instructions and Information For Application for Variance

The Zoning Board of Appeals (ZBA) may grant variances to the City of Parchment's Zoning Ordinance (Ordinance No.155). Types of variances that may be considered by the ZBA are for relief from dimensional requirements such as lot area and width, building height and square foot regulations, yard width and depth, off-street parking and loading space and sign regulations.

To obtain a variance the applicant must show that a "practical difficulty" exists. In determining if a practical difficulty exists, The ZBA shall consider whether the following conditions exist:

1. That strict compliance with area setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose, or would render the conformity unnecessarily burdensome;
2. That a variance would do substantial justice to the applicant as well as to other property owners in the district;
3. That the plight of the owner is due to the unique circumstances of the property;
4. That the problem is in no way self-created.

These are the only legal reasons the ZBA can grant a variance. When completing your application please keep these in mind. Questions number 8 and 9 specifically address these items.

To request a variance complete the attached application. The meeting schedule and application deadlines are also attached. The typical filing fee for applying for a variance is \$150 and is due with the submission of the application. A public hearing is required. This involves public notice in the newspaper as well as letters sent to each property owner within 300 feet of the property for which the variance is being requested.