



OFFICE USE ONLY
Filing fee: \$500.00
Case #: _____
Submission Date: _____
Meeting Date: _____

VARIANCE APPLICATION

City of Mt. Pleasant - Building Safety Department
 320 W. Broadway Street, Mt. Pleasant, MI 48858
 (989) 779-5347 • Fax: (989) 773-4691 • www.mt-pleasant.org

Important Information to Applicants for Variance:

The Zoning Board of Appeals may grant Variances upon finding based on reasonable evidence that the Variance will not be detrimental to adjacent property or the surrounding neighborhood and will not impair the intent and purpose of Chapter 154 of the Zoning Ordinance. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a Variance.

The Board’s consideration of a Variance request shall be limited to the specific standard, requirement, or use for which the Variance is requested and shall not include any other aspect of an application.

The Board cannot grant use variances.

COMPLETE APPLICATION REQUIRED

The Variance Application will not be scheduled for review by the Zoning Board of Appeals until it has been verified that all required information has been provided with the application including the filing fee. **Incomplete applications may be returned.**

QUESTIONS

If you have any questions, please **contact the Building Safety Department at (989) 779-5347 or bkench@mt-pleasant.org**. Additional information can also be found in the Building Safety Development section and the Zoning Board of Appeals section of the City’s website at www.mt-pleasant.org. The variance process is outlined in Section 154.608 of the City’s Zoning Ordinance. Non-conforming lots, uses, structures and improvements are outlined in Section 154.114 of the City’s Zoning Ordinance. The Zoning Ordinance can be reviewed online at www.mt-pleasant.org/planning.

Please type or print clearly:

I. APPLICANT INFORMATION			
Applicant:			
Address:	City:	State:	Zip:
Interest in property (owner, tenant, option, etc.):			
Contact Person:			
Telephone Number:	Fax Number:	E-mail Address:	

II. VARIANCE REQUESTED			
<input type="checkbox"/> Front Yard	<input type="checkbox"/> Side Yard	<input type="checkbox"/> Rear Yard	<input type="checkbox"/> Height
<input type="checkbox"/> Lot Coverage	<input type="checkbox"/> Signage	<input type="checkbox"/> Other:	
<i>Please note that use variances are not permitted.</i>			

III. PROPERTY INFORMATION			
Property Address:		Zoning District:	
Legal Description (available from deed, City Assessor's Office, or City website – can be provided on separate sheet):			
Owner Name (if different than applicant):			
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

VI. PROJECT DESCRIPTION
Please use this section to describe the use or uses being proposed. Attach additional pages, if necessary:
Existing Site Conditions:
Total Site Area: _____ acres or _____ sq. ft.
Existing Building Area: _____ sq. ft. Number of Existing Buildings: _____
Number of Existing Residential Units: _____ Number of Existing Residential Occupants: _____
Will any existing buildings or portions of buildings be demolished for the proposed project? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please state the total area to be demolished: _____ sq. ft.

Proposed Site Conditions:

New Building Area: _____sq. ft.
Total Building Area (existing + new): _____sq. ft.
Total Number of Buildings (existing + new): _____
Total Number of Parking Spaces: _____
Barrier-free Parking Spaces: _____

Nonresidential Uses (Commercial, Office, Industrial, etc.):

Total Floor Area: _____ sq. ft. Total Number of Employees: _____
Proposed Hours of Operation: _____ Total Number of Shifts: _____
_____ Number of Employees in Peak Shift: _____

Residential Uses (Apartments, Rooming/Boarding Dwellings, etc.):

Total Number of Proposed (existing + new) Units: _____
Total Number of Proposed (existing +new) Occupants: _____
Maximum Number of Occupants per Unit: _____

Efficiency Units	Total Number Proposed: _____	Avg. Floor Area: _____
One-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Two-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Three-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Four-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Five-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Other Units _____	Total Number Proposed: _____	Avg. Floor Area: _____

IV. APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right of entry to City officials for the purpose of gathering information related to this application, and to verify compliance with the terms and conditions of any Site Plan approval issued as a result of this application.

Signature: _____ Date: _____

V. OWNER AUTHORIZATION

If the applicant is anyone other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. (Authorization may be submitted via a separate signed letter)

Signature: _____ Date: _____

FOR NON-USE VARIANCE OR DIMENSIONAL VARIANCE

PLEASE PROVIDE A WRITTEN RESPONSE TO CRITERIA 1-6 BELOW

(attach additional sheets as necessary)

154.608.B To obtain a non-use or dimensional variance, the applicant must show practical difficulty by demonstrating that all of the following conditions exist:

(1) That there are exceptional or extraordinary circumstances or conditions applying to the property in question or to the intended Use of the property that do not apply generally to other properties or classes or Uses in the same District or Civic Zone; exceptional or extraordinary circumstances or conditions include:

- (a) Exceptional narrowness, shallowness or shape of a specific property on the effective date of this Chapter;
- (b) Exceptional topographic conditions or other extraordinary situation on the land, Building or Structure; or
- (c) Exceptional Use or Development of the property Adjacent the property in question.

(2) That such a Variance is necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same District or Civic Zone and in the vicinity.

(3) That the Variance request is not one where the specific conditions pertaining to the property are so general or recurrent in nature as to make the formulation of a general regulation for such conditions reasonably practicable.

(4) That the authorizing of such Variance will not be a substantial detriment to adjacent property.

(5) That authorizing of the Variance will not materially impair the purposes of the Zoning Ordinance or the public interest.

(6) That the need for the Variance is not created by any action of the applicant or previous owner.