



Appeal of Administrative Decision Application

Application Fees	
Notification	\$150
Application	\$300
Appeal of Administrative Decision	\$500
Special Meeting	\$1,000

*Publication fee is required for all applications

Property Address for Request	Zoning District

Petitioner		
Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	Email:

Property Owner		
Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	Email:

Description of Appeal Request

Application Signature

All correspondence and notices regarding the application will be transmitted to the petitioner. By signing this application, the petitioner is indicating that all information contained in this application is complete and accurate to the best of his/her knowledge, and gives permission for Northville Township officials, staff and consultants to inspect the property for the purpose of verifying information relative to the request. If the applicant is not the property owner, written authorization from the property owner is required.

Legal Owner: _____ (Signature / Date) _____ (Print Name)

Project Representative: _____ (Signature / Date) _____ (Print Name)

APPEAL OF ADMINISTRATIVE DECISION APPLICATION

The Charter Township of Northville

Appeals

Any person or entity aggrieved by a decision of the Township staff or Planning Commission may appeal the decision to the ZBA.

1. An appeal shall be made within 30 days of a decision by the Township. The grounds of the appeal shall be specified in writing by the appellant.
2. All documentation constituting the record upon which the action was taken shall be provided to the ZBA.
3. An appeal shall stay all proceedings in furtherance of the action appealed. Except, if the person from whom the appeal is taken certifies to the ZBA, after the appeal has been filed, that a stay would cause imminent peril to life or property. In which case, the proceedings may be stayed only by a restraining order issued by the ZBA or circuit court.
4. The ZBA shall reverse, modify or refer back with findings a decision of the Township staff or the Planning Commission only if it finds that the action or decision appealed meets at least one of the following:
 - a. Was arbitrary or capricious;
 - b. Was based on an erroneous finding of fact;
 - c. Constituted an abuse of discretion; or
 - d. Was based on erroneous interpretation of the Code of Ordinances.

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Meeting Information

1. All meetings begin at 7:00 PM, unless otherwise noted, and are held at Northville Township Municipal Offices.
2. The following items must be submitted to the Planning Department by the submittal date identified on the ZBA meeting and deadline schedule as posted on the website (the applicant may call our office at (248) 348-5830 for the information):
 - Application
 - Proof of ownership (deed, title, etc.)
 - Two (2) copies of a sketch, drawn to scale. The sketch must be a minimum of 8 ½" x 11" and indicate the property dimensions, setbacks, existing and proposed structures within 50 feet of the property, and all other notable information such as easements, septic fields, floodplains, water courses, etc.
 - Letter from the Building Department stating denial of Building Permit application, if applicable

Review Process

1. Township staff will prepare a notice for publication in the newspaper and will mail notifications to the applicant and property owners located within 300 feet of the property in which the request is located.
2. All Zoning Board of Appeals applications are reviewed by Township staff and provided to the Zoning Board of Appeals members prior to the scheduled meeting.
3. Staff reviews will be provided to the petitioner three days prior to the scheduled meeting.

Meeting Procedures

1. The petitioner shall appear on his/her own behalf, or by representation, at the Zoning Board of Appeals meeting. Failure to do so will result in the petition being tabled. Petitioner is responsible for covering any fees associated with rescheduling the meeting.
2. The meeting format will be as follows:
 - Introduction of the petition by the Township
 - Petitioner presentation
 - Public hearing
 - Deliberation
 - Motion
 - Vote (Approval of the Variance requires four votes)
3. Zoning Board of Appeals members shall have the authority to grant a lesser variance than requested upon finding justice shall be served. In addition, the ZBA may require conditions related to the site, operation and/or use to mitigate the impact of any variance.

Approval and Permits

1. If the petition is granted and all conditions are met, a building permit may be requested on the next business day following the ZBA meeting.
2. Approval of the variance is valid for one (1) year, and the application for a building permit or zoning/compliance permit must be submitted within this period.