



# BUILDING | ENGINEERING | PLANNING

## Expansion of a Nonconforming Residential Structure

### 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:

### Request/Zoning Ordinance Section Citation

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### 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)

**EXPANSION OF A NONCONFORMING RESIDENTIAL STRUCTURE**

The Charter Township of Northville

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**UTILITIES AVAILABLE ON SITE:**

Water  Sewer   
Well  Septic

Property Description	
Area of Lot (acres/square feet)	
Dimensions of Lot	

Building Setbacks	Existing	Proposed
Front		
Side		
Side		
Rear		

Structures	Existing	Proposed
Number of Buildings on Site		
Area and Dimensions of each building		
Area of Other Structures (decks, gazebos, etc.)		
Percentage of Lot Coverage (all buildings & structures)		
Height of Structures on Site		

**THE PETITIONER MUST DEMONSTRATE THAT THE FOLLOWING STANDARDS ARE MET:**  
**This Section MUST be completed.**

The Zoning Board of Appeals may permit an expansion of a nonconforming residential structure into a required side or rear yard, provided that all of the following standards are met. Any proposed expansion not meeting the following requirements shall only be permitted after obtaining a variance from the Zoning Board of Appeals which meets the criteria of Article 41, Zoning Board of Appeals.

- 1. The expansion does not extend closer to the lot line than any existing, nonconforming part of the structure.**


- 2. The addition does not extend beyond the predominant existing building line along the same block.**


- 3. The addition retains compliance with all other setback, lot coverage and height requirements.**


- 4. The addition will meet all minimum Building Codes and any other applicable ordinance requirements of the Township.**


- 5. The resultant addition, in terms of dimensions and design, would be compatible with the existing structure and the established character of the neighborhood.**


## EXPANSION OF A NONCONFORMING RESIDENTIAL STRUCTURE

The Charter Township of Northville

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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.