



## Sign Variance 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: |

### Request/Sign 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)

**THE PETITIONER MUST DEMONSTRATE THAT THE FOLLOWING CONDITIONS EXIST:**

**This section MUST be completed.**

1. **The request is based upon circumstances of features that are exceptional and unique to the property and do not result from conditions that exist generally throughout the Township or are self created.**

2. **The failure to grant relief will unreasonably prevent or limit the use of property and will result in substantially more than mere inconvenience or inability to attain a higher economic or financial return.**

3. **The grant of relief will not result in a use of structure that is incompatible with or unreasonably interferes with adjacent or surrounding properties, will result in substantial justice being done to both the applicant and adjacent or surrounding properties, and is not inconsistent with the spirit of the ordinance.**

## **SIGN VARIANCE APPLICATION**

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.