



Use 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:	Email:

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

Request/Zoning Ordinance Section Citation

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)

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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		

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Use variance may be requested when the use proposed by the petitioner is not listed as either permitted or as a special land use in the district in which the property is located. Use variances shall only be granted if all of the following conditions are met:

This Section MUST be completed.

1. **Master Plan Compliance:** The proposed use for the subject property is consistent with the use designated on the Township's Future Land Use Map.

2. **Compatibility with Surroundings:** The proposed use is compatible with existing or planned uses on surrounding properties.

3. **Unreasonable Zoning:** The petitioner has demonstrated that the site cannot reasonably be used for any of the uses allowed under current zoning.

4. **Infrastructure Compatibility:** Public utilities and streets are sufficient to accommodate the proposed use.

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5. **Unnecessary Hardship:** The property in question creates an unnecessary hardship as the result of unique circumstances. These circumstances include: 1) exceptional narrowness, exceptional topographical conditions or other extraordinary situations on the land, building or structure, 2) use or development of the property immediately adjoining the property in question, or 3) any other physical situation on the land, building or structure deemed by the Zoning Board of Appeals to be extraordinary.

6. **Minimum Variance Necessary:** The variance requested is the minimum necessary to permit reasonable use of the land.

7. **Criteria for Use Variance:** The conditions causing the need for the variance request were not created by any affirmative action of the applicant and would have existed regardless of ownership of the property.

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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 Use Variance requires five 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.