



BUILDING | ENGINEERING | PLANNING

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)

VARIANCE APPLICATION

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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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THE PETITIONER MUST DEMONSTRATE THAT THE FOLLOWING CONDITIONS EXIST:

This Section MUST be completed.

1. **Practical Difficulty:** A practical difficulty exists on the subject site (such as exceptional narrowness, shallowness, shape or area, presence of floodplains, or exceptional topographic conditions) and strict compliance with the Zoning Ordinance standards would unreasonably prevent the owner from using the subject site for a permitted use or would render conformity unnecessarily burdensome. Demonstration of a practical difficulty shall have a bearing on the subject site or use of the subject site, and not to the applicant personally. Economic hardship or optimum profit potential is not consideration for practical difficulty.

2. **Unique Situation:** The demonstrated practical difficulty results from exceptional or extraordinary circumstances or conditions to the subject site at the time the Ordinance was adopted or amended which are different than the typical properties in the same zoning district or vicinity.

3. **Not Self-Created:** The conditions resulting in a variance request cannot be self-created and would have existed regardless of ownership of the property.

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4. **Substantial Justice:** The variance would provide substantial justice by granting the property rights similar to those enjoyed by the majority of other properties in the vicinity, and other properties in the same zoning district. The decision shall not bestow upon the property special development rights not enjoyed by other properties in the same district, or which might result in substantial adverse impacts on properties in the vicinity such as the supply of light and air, significant increases in traffic, increased odors, an increase in the danger of fire, or other activities which may endanger the public safety, comfort, morals or welfare.

5. **Minimum Variance Necessary:** The variance shall be the minimum necessary to grant relief created by the practical difficulty.

6. **Compliance with Other Laws:** The variance is the minimum necessary to comply with state or federal laws, such as farming activities protected by the "Right to Farm Act" or accessibility to meet the needs of individuals with disabilities protected under the Americans with Disabilities Act.

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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.