

## **Waterford Township Zoning Board of Appeals Instructions & Application**

*Where to Apply and Get Information*  
Charter Township of Waterford – Community Planning & Development  
5200 Civic Center Drive  
Waterford, MI 48329-3773  
(248) 674-6255  
[www.twp.waterford.mi.us/cpd](http://www.twp.waterford.mi.us/cpd)

**Application materials and fees are due no later than 12:00 noon,  
4 weeks prior to the scheduled meeting date.**

All applications to the ZBA must be made with full knowledge and written consent of all owners of the property in question. This requirement shall include, but is not limited to, the consent of a land contract seller to the relief sought by a land contract purchaser. All applications must be signed by all property owners and these signatures shall be notarized.

### **What Constitutes A Complete Submittal?**

The following shall be required to be submitted to Community Planning & Development:

1. Completed Application Form (Attached)
2. Consent to Property Inspection (Attached)
3. Supplemental Information Form (Attached)
4. Fifteen (15) Copies of a Complete Site Plan (See Below)
5. Fees will be determined by a planner once the application and site plan are deemed complete and accurate. Staff will contact you with the fees that are owed. Your case will not be assigned to an agenda until all fees are paid in full. Fees are nonrefundable.
6. If you are applying for a variance as a result of action by the Building & Engineering Department or Code Enforcement please include any correspondence that you have received regarding the Ordinance Violation.

### **Site Plan Requirements**

1. Minimum Site Plan Submittal *shall* be based on a mortgage survey or land survey prepared by a registered land surveyor or registered engineer.
2. The plan *must* be drawn to scale.
3. The plan *must* include property lines and dimensions, all structures and buildings (existing and proposed), all setback dimensions, driveways, adjacent uses and structures.
4. Any additional information (elevation drawings, floor plans, letters) may be helpful and can be submitted with the complete application, however, fifteen (15) copies must be submitted.

The Parcel I.D. Number can be found on your tax bill and zoning can be found on the Township web site at [www.twp.waterford.mi.us/gis/](http://www.twp.waterford.mi.us/gis/).

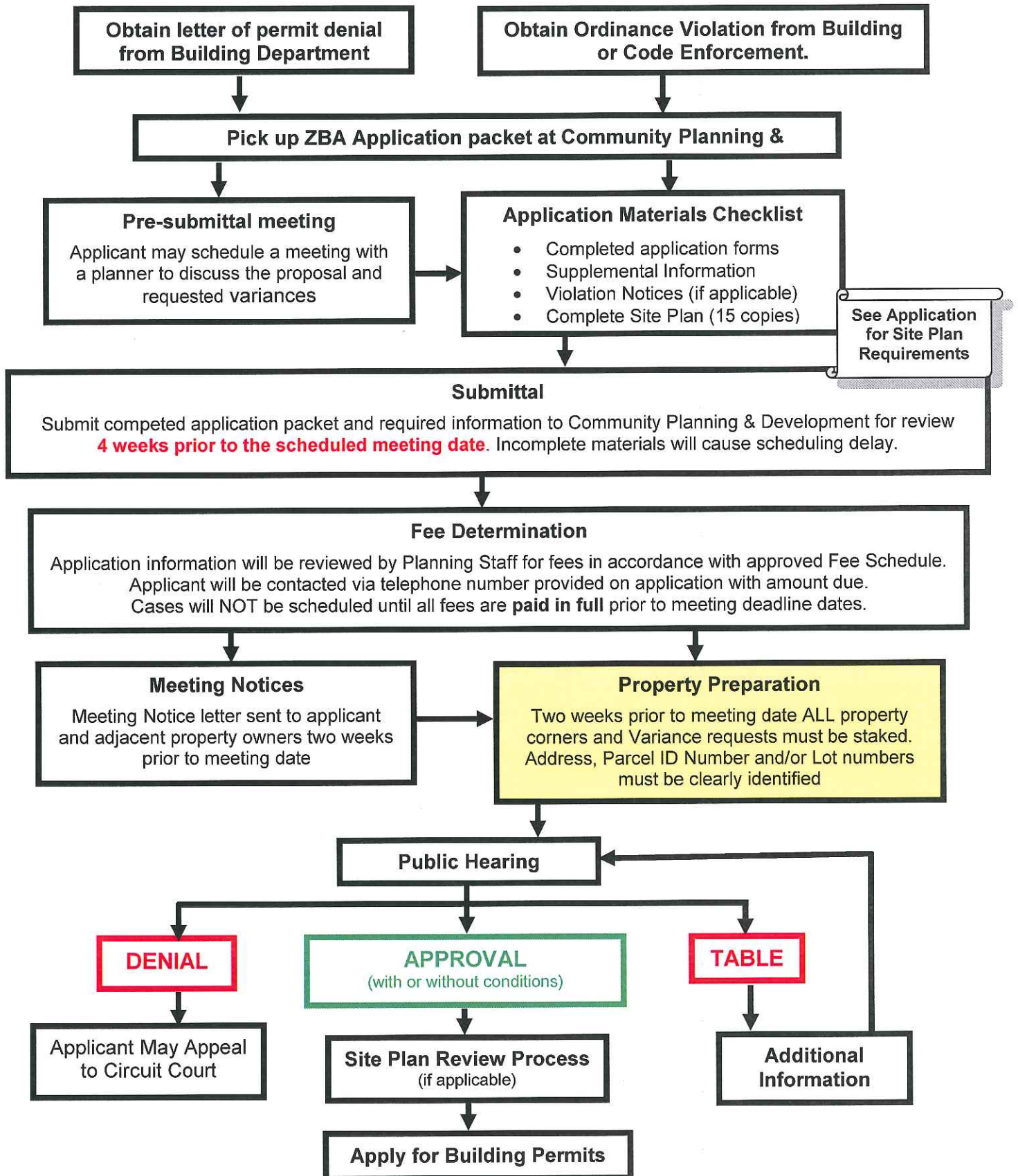
### **Duration of Approval**

Any relief granted by the Zoning Board of Appeals is valid for one (1) year from the date of the public hearing, unless otherwise specified by the Zoning Board. In no case, however, shall approval be granted for more than one (1) year. The applicant will not receive written confirmation of the approval/denial; copies of the minutes are available at Community Planning & Development by request only or you access the minutes on the web once they have been approved.

**Please Note:** Submission of this signed and notarized application conveys the right to the Zoning Board of Appeals and Staff of the Waterford Township Community Planning and Development Department and/or their designees, to enter and access the subject property and to request access to any and all structures on the subject property.

Waterford Township  
Zoning Board of Appeals Instructions & Application

Zoning Board of Appeals Process



WATERFORD TOWNSHIP  
ZONING BOARD OF APPEALS INSTRUCTIONS & APPLICATION

**Charter Township of Waterford  
2012 Regularly Scheduled Zoning Board of Appeals Meetings**

All meetings will be held at the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, 48329, on the following **Tuesday afternoons at 4:30 p.m.**  
**Please Note: Agendas are limited to 10 new business cases.**

April 17, 2012

May 15, 2012

August 21, 2012

November 6, 2012

**Community Planning & Development Fee Schedule**

Single Family Residential/Non-profit Organizations	\$250.00
Each Additional variance	\$100.00/ea. Max \$550.00
Commercial & Residential Developments	\$700.00
Residential Code Violations	\$432.00
Each Additional variance	\$100.00
Non-Residential Code Violation	\$882.00

Fee includes up to 25 property notifications. Any additional required notices will cost .77 cents per notice and will be added to your application fee.

# ZONING BOARD OF APPEALS APPLICATION

I, (WE), the undersigned do hereby make application to the Zoning Board of Appeals of the Charter Township of Waterford.

Name of Applicant(s) \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Address of Applicant(s) \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Zoning of Subject Property \_\_\_\_\_

Daytime Phone Number and/or Alternate Number of Applicant(s) \_\_\_\_\_

Parcel I.D. Number(s) \_\_\_\_\_

Provide Complete Legal Description of Subject Property (Attached additional pages if necessary.)  
\_\_\_\_\_

**I. Type of Request** (Please check appropriate box.)

- |  |   |
|--|---|
| <input type="checkbox"/> A variance of a Requirement of the Zoning Ordinance | <input type="checkbox"/> An Interpretation of the Zoning Ordinance Text |
| <input type="checkbox"/> Review of an Administrative Decision                | <input type="checkbox"/> An Interpretation of the Zoning Map            |
| <input type="checkbox"/> Appeal of a Special Approval Denial                 |   |

**II. Article and/or Section of the Zoning Ordinance that is being appealed.** (Please check appropriate box.)

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Schedule of Regulations | <input type="checkbox"/> Projections Into Yards                       | <input type="checkbox"/> Accessory Structures     | <input type="checkbox"/> Porches and Paved Terraces |
| <input type="checkbox"/> Screening & Landscaping | <input type="checkbox"/> Temporary Use                                | <input type="checkbox"/> Natural Features Setback | <input type="checkbox"/> Parking and Loading        |
| <input type="checkbox"/> Nonconformities         | <input type="checkbox"/> Fences, Walls, and Other Protective Barriers | <input type="checkbox"/> Signs                    | <input type="checkbox"/> Other _____                |

Article \_\_\_\_\_ Section \_\_\_\_\_ Subsection \_\_\_\_\_ Paragraph \_\_\_\_\_

**III. (WE), the applicant(s), request that the following variances be granted.** (i.e. The difference between what is required and what is proposed.)

**IV. Please attach a written statement outlining the reasons that the variances are being requested.**

**NOTE: Any and all persons having ownership interest in the above described property MUST sign this application in the presence of a notary.**

I, (WE), do hereby swear that all the statements, signatures, and descriptions appearing on or attached to this form are in all respects true and accurate to the best of MY, (OUR), knowledge. I, (WE), have read the "Application Process and Instructions".

Subscribed and sworn to before me this \_\_\_\_\_

Property Owner: \_\_\_\_\_

day of \_\_\_\_\_,

Driver's License No.: \_\_\_\_\_

Notary Public \_\_\_\_\_

Birth Date: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Property Owner: \_\_\_\_\_

State of Michigan, County of \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Birth Date: \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE-----

Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Date of Meeting\*: \_\_\_\_\_ Time: 4:30 p.m. Place: Twp. Hall Auditorium Case Number: \_\_\_\_\_

# Charter Township of Waterford Planning Commission/Zoning Board of Appeals Consent to Property Inspection

Community Planning and Development Department  
5200 Civic Center Drive  
Waterford, MI 48329-3773  
(248) 674-6255

I (WE), the undersigned have made application to the Charter Township of Waterford for land use matters to be considered and decisions made by the:

- Planning Commission  
 Zoning Board of Appeals

that will affect use of our property identified below. In order to enable the members of such decision-making body to make an informed decision on our request, I (WE), do hereby consent to allow the members of the decision-making body to inspect the subject property up to the date of the meeting of the decision-making body at which such body issues its final decision on MY (OUR) request, provided that such inspections are limited to:

- gathering information specific to the requested action,
- typical hours of daily human activity, unless specified otherwise below, and
- the following restrictions:

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Address of Subject Property

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Parcel I.D. Number(s)

**NOTE: Any and all persons having ownership interest in the above described property MUST sign this application in the presence of a notary.**

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_,

Notary Public

My commission expires: \_\_\_\_\_

State of Michigan, County of \_\_\_\_\_

Property Owner: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Additional signature pages may be attached for owners exceeding two in number.

**Zoning Board of Appeals Case No. \_\_\_\_\_**  
**Supplemental Information**

Please answer each of the following questions which correspond to the findings required for variance approval. The responses will be used by the Zoning Board of Appeals in its review of this case. The case will be heard whether or not the questions are completely answered. It is to your advantage to provide as detailed and complete a response to each question since it is your responsibility to provide information on each of the approval standards.

1. Why would strict compliance with the applicable Zoning Ordinance Standard(s) prevent the owner from using the property for a permitted purpose or be unnecessarily burdensome?

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2. How will the requested variance ensure substantial justice (fairness) to **both** the applicant as well as other property owners?

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3. Why would a lesser variance that would be more fair to other property owners **not** give substantial relief to the applicant?

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4. What is unique about the property that is different from other properties in the area or the same zoning district?

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5. Explain why the requested variance is not due to the actions of the applicant, owner, or their predecessors.

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Signed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

This form **must be submitted** along with the application form, plans, and fee. Applications which do not include this form will **not** be accepted. If you have any questions, contact the Waterford Township Planning Department at (248) 674-6255.