

APPLICATION FOR ZONING BOARD OF APPEALS

Application Procedures

1. Prior to application, we suggest discussing your request with the Planning and Zoning Office to ensure that the variance is needed, that all required variances are being applied for, and that the process for variance application is understood.
2. Then, make application to Planning and Zoning Office. Applications should include the submittal materials provided by the City, a sketch of the property indicating the requested variance, and any other information you feel necessary for the Zoning Board of Appeals to understand your request.
3. The Planning & Zoning staff prepares a public notice to be published in the Flint Journal outlining the applicant's request. In addition, a letter is sent to adjacent property owners within 300 feet of the subject site to inform them of the request and when the public hearing will take place.
4. The Planning & Zoning staff will review the variance application, the additional submitted materials, and make a site visit. A staff review is provided to the Zoning Board of Appeals per the requirements of the Zoning Ordinance and the standards for variance review (questions outlined in the application).
5. Prior to the public hearing, the Zoning Board of Appeals reviews all application materials, the staff review, and makes a site visit to the property in question.
6. At the Zoning Board of Appeals public hearing, the applicant is given time to address the Board regarding the variance request. In addition, anyone with interest in the case is also given an opportunity to address the Board, either for or against the requested variance. The Zoning Board of Appeals considers all public input prior to rendering a decision.
7. After public comment is given, the Board Members will deliberate on the merits of the case and render a decision. The application will then be either approved or denied. In addition, the Zoning Board of Appeals has the authority to attach conditions to the variance, which must be followed for the variance to be considered valid.
8. Variances run with the property and are therefore considered permanent, unless otherwise conditioned by the Zoning Board of Appeals. Consequently, all variance requests are considered carefully to ensure that a true hardship or unique circumstance exists on the property.