

Regular Zoning Board of Appeals Hearings
are held at 6:00 p.m. the 3rd Tuesday of every month
at Flint City Hall
Council Chambers
Committee-In-The-Whole Meeting Room
(located on the 3rd floor)
1101 S. Saginaw Street
Flint MI 48502
810-776-7355

The deadline for filing applications is 22 days prior to the regularly scheduled meeting. This is to allow enough time to meet requirements for public notice.

HEARING WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED AND FEE PAID BY THE DEADLINE.

The applicant must submit the following:

1. Completed application form.
2. Plot plan including the following:
 - North arrow
 - Actual shape and dimensions of the lot
 - All existing structures – indicate on plot plan that they are existing
 - All proposed structures – indicate on plot plan that they are proposed
 - Setback distances from **ALL** property lines to existing and proposed structures
 - Street location and name
3. Elevations of proposed construction.

PROPERTY OWNER MUST ATTEND ZONING BOARD OF APPEAL MEETINGS OR BE REPRESENTED BY A PERSON WITH NOTORIZED LETTER OF REPRESENTATION TO ACT ON BEHALF OF OWNER.

APPLICATION FOR ZONING BOARD OF APPEALS
“Use” Variance

A Use Variance permits a particular use of land that is otherwise not allowed in that district under the terms of the zoning ordinance. For a Use Variance to be granted, the applicant must have been denied a rezoning request in the last 12 months to use the property as proposed, unless under certain unique circumstances. Also for a Use Variance to be granted, the applicant must show an “undue hardship” by demonstrating that all of the following facts and conditions exist:

1. Explain why the property can not be put to reasonable use under the purposes permitted in that zoning district?

2. What are the unique circumstances peculiar to the property involved and not to the general neighborhood conditions?

3. Explain how the Use Variance will not alter the essential character of the area.

4. Explain the circumstances under which the hardship was produced and that the problem is not a self-created hardship.

5. Will the variance ensure that the spirit of the ordinance is observed, public safety secured and substantial justice done?
