



City of Flint
Planning & Zoning Department
 1101 S Saginaw Street Room S105, Flint, MI 48502
 Phone: (810)766-7426
www.cityofflint.com/department/planning-and-zoning/

Fee: _____
Date Rec'd: _____
Application #: _____
Meeting Date: _____

Application for Use Variance, Non-Use Variance, or Exception				
<input type="checkbox"/> Use Variance	<input type="checkbox"/> Non-Use Variance	<input type="checkbox"/> Exception		
Property Address & Parcel ID Numbers	Property or Street Address:			
	Parcel I.D. Number(s):			
Zoning District:				
Project Description				
	Does the project involve Specially Designated Merchant License, Specially Designated Distributor License, or other liquor license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Are there any easements on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Applicant <i>(Must have a legal interest in the property)</i> PROPERTY OWNER MUST ATTEND PLANNING COMMISSION MEETINGS OR BE REPRESENTED BY A PERSON WITH NOTORIZED LETTER OF REPRESENTATION TO ACT ON BEHALF OF OWNER	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	<input type="checkbox"/> Own the property			
	<input type="checkbox"/> Lease the property, if so what is term of lease?	Years:	W/ options? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)			
	<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)			
	Applicant Signature:			

Primary Contact <input type="checkbox"/> Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			
Property Owner <input type="checkbox"/> Same as applicant	Name:			
	Firm:			
	Address:			
	City:			
	State:		Zip Code:	
	Phone:		Email:	
	Relationship to Applicant (e.g., architect, attorney, contractor, etc.)			

Please note:
The non-refundable fee made payable to the City of Flint must accompany your application.

Application to the Zoning Board of Appeals for a Use Variance
Section 50.17.12

A use variance allows a use in a zoning district that is otherwise not allowed in that district under the terms of the Zoning Ordinance. An applicant must show “undue hardship” to be granted a use variance. As the applicant, please respond to items 1 through 5 below.

1. Please identify the condition, location or situation of the specific property or intended use of the property that creates an undue hardship is unique to that property and the zoning district.

2. Please describe how the need for the variance was not created by the applicant or the applicant’s predecessors in title.

3. Please describe how the use variance shall not alter the essential character of the neighborhood, nor be a detriment to adjacent properties.

4. Please describe how the land, building or structure cannot be reasonably used for the permitted uses in the zoning district.

5. Please describe how the variance shall be consistent with, and not materially impair, the purpose and intent of the Master Plan and Zoning Ordinance including the zoning district.

Application to the Zoning Board of Appeals for a Non-Use Variance
Section 50.17.12

A Non-use variance is a variance relating to the construction, structural changes, or alterations of buildings or structures related to dimensional requirements of the Zoning Ordinance or to any other non-use related standard in the Ordinance. An applicant must show “practical difficulty” to be granted a non-use variance.

1. What, if any, exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district or in the general vicinity.

2. Please describe how the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the neighboring area.

3. Please describe how the immediate practical difficulty causing the need for the variance was not created by the applicant or the applicant’s predecessors in title.

4. Please describe how the variance shall not cause substantial detriment to adjacent property and the surrounding neighborhood.

5. Please describe how the variance shall be consistent with, and not materially impair, the purpose and intent of the Master Plan and Zoning Ordinance including the zoning district.

Application to the Zoning Board of Appeals for an Exception

Section 50.17.13

The Board of Appeals may authorize upon application such exceptions from the terms of this ordinance as will not be contrary to the public interest, when the strict application of the dimensional regulations of this ordinance would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of such property, and where a property owner can show that:

1. Please describe how the reconstruction of a nonconforming building which has been destroyed, or partially destroyed, by fire or Act of God where the board shall find some compelling public necessity requiring a continuance of the nonconforming use.

2. Please describe how the erection and use of a building or the use of premises in any location for a public service corporation for public utility purposes which the board deems reasonably necessary for the public convenience or welfare. Such uses lawfully existing on the effective date of this ordinance, shall be deemed to have received such a permit, shall be provided with such a permit by the Zoning Coordinator upon request, and shall not be nonconforming uses; provided, however, that a permit shall be required for the enlargement, extension or relocation of any of these existing uses.
