



**Regular Zoning Board of Appeals Hearings**  
are held at 6:00 p.m. the 3<sup>rd</sup> Tuesday of every month  
at Flint City Hall  
Council Chambers  
Committee-In-The-Whole Meeting Room  
*(located on the 3<sup>rd</sup> 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**  
**“Non-Use” Variance**

*A Nonuse Variance permits relief from the strict interpretation of the Zoning Ordinance. A nonuse 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 nonuse-related standard in the ordinance. For a Nonuse Variance to be granted, the applicant must show a practical difficulty by demonstrating all the following facts and conditions exist:*

1. Why is compliance with the Zoning Ordinance unreasonably preventing use of the property for a permitted purpose or unnecessarily burdensome for this particular property?

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2. Is the variance the minimum necessary to provide adequate relief and not so large that it is unfair to similarly situated property owners who managed to comply with the requirements or make do with a smaller variance?

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3. Is the problem requiring the variance due to circumstances unique to the property and not to general conditions in the area?

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4. Explain the circumstances under which the hardship was produced and that it is not self-created. (In this instance “self-created” includes actions by the current owner or past owners of the property.)

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

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