



**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**  
**“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?

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

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

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

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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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