

City of Southfield Zoning Board of Appeals

Instructions for filing Zoning Board of Appeals Applications

(Regular meetings of the Zoning Board of Appeals are held the first and third Tuesdays of each month, subject to change for holidays, etc.)

1. Obtain Appeal Application form(s) at the Building Department.
2. Fill out the form(s) completely. Residential plans require the inclusion of a Mortgage Survey, commercial plans require a site plan, prepared in accordance with the following requirements:
 - a. A scale of not less than 1 inch = 20 feet.
 - b. The location of all drives, approaches and parking layout.
 - c. The location and size of all existing and proposed structures. Show all overhangs, cornices, porches, fences and walls.
 - d. The dimensions of all lot and property lines showing the relationship of subject property to abutting property and structures.
 - e. Show right-of-way widths of all abutting streets and alleys.
 - f. The date of preparation and the North@point.
 - g. The name and address of the person preparing the plan.
 - h. If the appeal involves a waiver of front, side or rear yard, the relationship of existing buildings on adjacent properties shall be shown on a plot plan drawn to a scale of 1 inch = 50 feet.
 - i. If the appeal involves a waiver of lot coverage, computation of lot and building area shall be shown.
 - SIGNS - With respect to appeals regarding signs, in addition to the information contained in 2.(a-i), it will be necessary that an accurately dimensioned plan showing detailed elevations and twelve (12) color renderings of the sign(s) be provided.
 - DWELLINGS - If the appeal involves the movement of a dwelling into the city (existing, modular, pre-manufactured), plans & elevations for the home must also be submitted.

(over)

ZBA Filing Instructions Continued

3. Return completed forms in triplicate (3 originals) with twelve (12) copies of the plans, the completed and notarized owner authorization along with the appropriate fee. Plans for commercial appeals must be sealed by a registered design professional. Plans for new residences must be notarized. PLANS MUST BE FOLDED IN SETS, TO A 9" X 12" SIZE.
4. When the application is filed, the fee is paid and all required documents are received, a case number is designated and it is then entered on the agenda of the next available regular meeting as a new case. You will be notified of your meeting date.
5. Applications for an appeal, the paid fee and all required documents must be received in the Building Department at least twenty-one (21) business days before the next regular meeting date in order to be placed on the agenda. (This is subject to change as the agenda may be full).
6. At the public hearing, the owner, authorized appellant or other authorized representative must appear to present the appeal.
7. All property owners registered on the tax roll within three hundred (300) feet of the affected property will be notified by mail of the appeal.
8. At the time of the public hearing, the Zoning Board of Appeals will hear any arguments for or against the proposed request and may either grant or deny the request. When an appeal is granted there will be a five (5) day waiting period before the appeal becomes effective.
9. In all instances, a building, sign, occupancy or use permit must be issued to validate an appeal that has been favorable to the appellant.
10. In the event that your appeal is tabled, new revised plans and any amendments to the original appeal must be in this office no later than the Thursday preceding the tabled meeting date.
11. If the appellant is not the property owner, the appropriate authorization letter must be completed, signed by the property owner, notarized and included with the appeal application documents.
12. If you anticipate a difficult presentation or would like to more clearly illustrate your request, facilities are available for visual presentations.

CITY OF SOUTHFIELD
ZONING BOARD OF APPEALS

APPLICATION FOR APPEAL HEARING

Appeal for (check one):

- Residential (\$200.00)
- Residential Move-in (\$200.00)
- Sign (\$400.00)
- Commercial, Multiple or
Non-residential (\$400.00)
- Special Meeting (\$500.00)

Meeting Date: _____

Case No: _____

Date Filed: _____

Variance Special Exception Interpretation Other: _____

Request is hereby made for permission to _____
contrary to the requirements of Section _____, Article _____, Chapter _____ of the Southfield City
Code, or the Building Official-s interpretation of the section of the regulations upon the property known as:

Property Ownership and Legal Description:

Owner(s): _____

Address of Owner: _____

Telephone: _____ Other Contact Info. _____

Property Address: _____

The property is located on the _____ side of _____
between _____ and _____

Sidwell Parcel #: _____ Zone District: _____ Section: _____

In accordance with plans attached and made part of this appeal. The proposed _____
is contrary to the aforementioned Ordinance Code or interpretation placed thereon by the Building Official, and requires Zoning
Board of Appeals action for the following reasons:

(Please Explain/Describe proposed appeal) _____

Please provide the following information regarding the property:

The Department of Building and Safety Engineering has issued building permits pertaining to this property.

Yes _____ No _____ Building Permit #(s) _____

Previous appeals involving this property: Yes _____ No _____ If Yes, state Case No: _____

and disposition of the appeal case _____

Appellant Information:

Name _____ Address _____
City: _____ State: _____ Zip: _____ Telephone () _____

Appellant-s interest in property _____

If the appellant is other than the owner, the authorization letter provided in this application form must be completed by the owner and must accompany this application at the time of submission. Failure to provide proper owner authorization will result in the Board-s refusal to hear your case.

In connection with this appeal, I have attached hereto twelve (12) copies of the plot plan depicting this appeal and showing all buildings presently on the property, their size, setback and the arrangements for present and proposed parking spaces, buildings and structures. Plans attached should be drawn to scale, show northerly direction and the location of adjacent buildings and adjoining streets.

Signature of Appellant

Print or type signature

Relationship to Owner

Address

City State Zip

(Area Code) Phone

**STATE OF MICHIGAN)
OAKLAND COUNTY)**

On this _____ day of _____ A.D., _____, before me personally appeared the above named person, who being duly sworn, says that he has read the foregoing application for the Zoning Board of Appeals, by him signed, and knows the contents thereof, and that the same is true of his own knowledge, except as to the matters stated herein to be upon information and belief, and as to those matters he believes it to be true.

My Commission expires : _____

Date: _____

TO: City of Southfield
Zoning Board of Appeals
26000 Evergreen Road
Southfield, MI 48076

I, _____ have reviewed the proposed appeal for a waiver of

regarding my property located at _____,

in the City of Southfield, Michigan and authorize _____
(Representative)

to represent me at the Zoning Board of Appeals Hearing regarding this appeal.

If you have any questions, please feel free to contact me at _____
(Owner=s Phone Number)

Owner=s Signature

Address

City, State, Zip

On the _____ day of _____, _____

X _____ being duly sworn by me,
did on oath execute the above authorization and acknowledged the same
as his/her free act and deed.

Notary Public:
County of Oakland - State of Michigan
My Commission Expires: _____

Date:

TO: City of Southfield
Zoning Board of Appeals
26000 Evergreen Road
Southfield, MI 48076

(Title-Circle one)

Owner

Manager

I, _____ President of _____

have reviewed the proposed signage for _____ located
at _____, in the City of Southfield,
(Address)

Michigan and authorize _____ to
(Representative)

represent me/us at the Zoning Board of Appeals hearing regarding this appeal.

If you have any questions, please feel free to contact me at _____.
(Owner=s Phone Number)

Owner=s Signature

Address

City State Zip

On this _____ day of _____,

X _____ being duly sworn by me,
did on oath execute the above authorization and acknowledged the
same as his/her free act and deed.

Notary Public:
County of Oakland - State of Michigan
My Commission Expires: _____