

**CITY OF SOUTHFIELD**  
**Department of Building & Safety Engineering**

**Zoning Board of Appeals – Application for Appeal Hearing**

**Application Fee: \$40**

**Appeal for (check one):**

- Single Family Residential - \$400.00
- Residential Move-in - \$400.00
- Sign - \$400.00
- Commercial - \$400.00
- Special Meeting - \$750.00

Date Filed: \_\_\_\_\_

Case No: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

**Variance**    **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: \_\_\_\_\_ Email Address: \_\_\_\_\_

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 (appellant must be present during the meeting)**

Name: \_\_\_\_\_ Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

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 seven (7) 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 \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared the above named person, who being duly sworn, says that he/she has read the foregoing application for the Zoning Board of Appeals, by he/she signed, and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters stated herein to be upon information and belief, and as to those matters he/she believes it to be true.**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**County**

\_\_\_\_\_  
**My Commission Expires**

**Property Authorization**

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 Email Address

\_\_\_\_\_  
City State Zip

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_ 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 My Commission Expires

**Property Owner  
Authorization for Sign Variance**

Date: \_\_\_\_\_

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

**(Title-Circle one)**

Owner  
Manager  
President of \_\_\_\_\_

I, \_\_\_\_\_

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 Email Address

\_\_\_\_\_  
City State Zip

On the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_ 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 My Commission Expires