
Special Meetings:

Filing Fee: \$800.00

If Special meetings of the Planning Commission or Board of Zoning Appeals are requested, the persons requesting such meeting shall pay all costs of the meeting incurred by the City, with the above stated minimum.

All other Planning Commission Requests:

Please see Tim Leach in the Building Department. Any requests should be submitted at least 28 days prior to the next regularly scheduled Planning Commission meeting to ensure the item can be listed on the agenda.

BOARD OF ZONING APPEALS

The Board of Zoning meets the 2nd Monday of every month. Notification of your exact meeting date will be provided by mail once it is scheduled.

Residential Variance Request:

Filing Fee: \$400.00

Please submit the following:

- Completed application (Form No.02)
- Dimensional Variance Form (Form No. 02A), if applicable
- Plot Plan Dimensions
- Elevations of proposed structure, if a structure is involved
- Letter of Denial from the Building Department

All requested documentations should be submitted on 8 ½ X 11 Paper

Non-residential Variance Request:

Filing Fee: \$1000.00

Please submit the following:

- Completed application (Form No.02)
- Dimensional Variance Form (Form No. 02A), if applicable
- Plot Plan Dimensions
- Elevations of proposed structure, if a structure is involved
- Letter of Denial from the Building Department

All requested documentations should be submitted on 8 ½ x 11 Paper

All other Board of Zoning Appeals Requests:

Please see Tim Leach in the Building Department. Any requests should be submitted at least 28 days prior to the next regularly scheduled Planning Commission meeting to ensure the item can be listed on the agenda.

***Escrow Deposit** are required to cover the costs of the City for outside consulting, (planning, Engineering, Attorney, etc.). The escrow account will be billed on a monthly basis as consultant fees are incurred. If at any time the escrow account falls below 20% of the initial total, the application will be required to make a deposit into the account to bring the balance back to the original total upon notification (unless a lesser amount is determined to be acceptable by the City.) If the applicant fails to replenish the escrow account, then work on the evaluation of the application shall cease, the application shall not appear on any meeting agendas, and the applicant shall be so notified.

The unused deposits will be returned when the project is completed and the fees have been paid in full. Fifteen percent administration fee is to be added to the invoices for consultant fees for all applications requiring reimbursable consultant fees.

RETURN TO:
 Building Department
 City of Southgate
 14400 Dix-Toledo Road
 Southgate, MI 48185

Case No. BZA _____

Date Received _____

CITY OF SOUTHGATE APPLICATION FOR BOARD OF ZONING APPEALS

Concerning an appeal to vary or modify certain regulations established in TITLE SIX, commonly referred to as the Zoning Code for the City of Southgate:

TO BE COMPLETED BY THE APPLICANT:

Owner/Applicant	Agent
Name _____	Name _____
Address _____	Address _____
(City) _____ (State) _____ (Zip) _____	(City) _____ (State) _____ (Zip) _____
Telephone _____	Telephone _____

Information regarding the site:

Street Address: _____

Major Cross Streets: _____

Parcel No. _____

Acreage: _____ Dimensions of Parcel: _____ Frontage: _____

Current Zoning (please circle): RE R-1 R-1A R-1B RM RO C-1 C-2 C-3 M-1 MH PD P-1

Current Use: _____

Requested action:

Dimensional Variance Requested Variance: _____
 (For example – Front yard setback from 25 feet to 20 feet.)

Interpretation of the Zoning Ordinance or Map

Appeal from the Planning Commission or Zoning Administrator

Other
 Please Specify _____

Information regarding request:

I hereby request a hearing before this body to:

(Please supply detailed information. For example, why you are requesting the proposed action, a complete description of the project, how the request is compatible with adjacent land uses and zoning districts, any information you feel is pertinent to your application, etc. Feel free to attach additional documents to this application if it will help describe your project or if you need more room than is provided below.)

A SKETCH CLEARLY DEPICTING THE REQUEST MUST BE ATTACHED TO THIS APPLICATION FOR IT TO BE VALID. IF REQUESTING A DIMENSIONAL VARIANCE, FORM 02A MUST BE ATTACHED.

The Applicant / Agent must appear before the Board of Zoning Appeals on _____
(Date)

THE OWNER / AGENT OF THE PROPERTY DESCRIBED ON THIS APPLICATION SUBMIT THAT ALL STATEMENTS HEREIN AND IN THE DOCUMENTS PROVIDED ARE TRUE.

Signature – Owner / Agent: _____ Date: _____

To review your application properly, Board of Zoning Appeals members may need access to the property in question. Please initial if permission is given for property access. INITIALS _____

Fees must be paid at the same time this application is submitted to the City.

OFFICE USE:

Date Received: _____

Received By: _____
(Staff's Name)

Fee Charged: _____

Check No.: _____

Receipt No.: _____

ATTACH TO YOUR BZA APPLICATION

AND RETURN TO:

Building Department
City of Southgate
14400 Dix-Toledo Road
Southgate, MI 48195

Form No. 02A

Case No. BZA _____

Date Received _____

**APPLICATION FOR BOARD OF ZONING APPEALS
DIMENSIONAL VARIANCE**

The City of Southgate Board of Zoning Appeals is required by state law to support its decisions with evidence of "practical difficulty." In order to prove your property is entitled to a variance, please provide answers to the following questions:

1. Why compliance with the Ordinance results in a practical difficulty?

2. Why the problem requiring the variance is unique to your property and not shared by properties in the same zoning district?

3. Why the problem is not self-inflicted?

4. That the variance is the minimum necessary to permit reasonable use of the property?

5. That the variance, if granted, would not compromise the public health, safety and welfare?

Criteria for a Variance

1. That a practical difficulty exists requiring the variance;
2. The problem requiring the variance is unique to the property and not shared by properties in the same zone;
3. The problem is not self-inflicted;
4. The variance is the minimum necessary to permit reasonable use of the property;
5. The variance, if granted, would not compromise the public health, safety and welfare.