

VILLAGE OF OXFORD
Zoning Board of Appeals
 22 West Burdick, P.O. Box 94
 Oxford, MI 48371-0094
 248-628-2543



ZONING BOARD OF APPEALS APPLICATION

Applicant must provide application, fees, and all relative documents **at least thirty-five (35)** days prior to the next regularly scheduled meeting of the Zoning Board of Appeals.

A Public Hearing may be required, in which all properties within 300 feet of address will be notified of proposed change, and will have the opportunity to speak before the Board. The decision of the Zoning Board of Appeals is **final**.

DATE _____ PROJECT ADDRESS _____

APPLICANT INFORMATION			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Cell:		
Email:			
PROPERTY OWNER INFORMATION			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Cell:		
Email:			

If applicant is not the owner, describe applicant's interest in the property. (Proof of ownership OR affidavit is required.)

PROPERTY DESCRIPTION			
Current Use of Property:			
Zoning Classification:	<input type="checkbox"/> R-1 Single Family	<input type="checkbox"/> C-1 Central Business – Core	
	<input type="checkbox"/> RM Multiple Family	<input type="checkbox"/> C-1 Central Business – Transition	
	<input type="checkbox"/> I-1 Industrial	<input type="checkbox"/> C-2 General Business	
		<input type="checkbox"/> P-1 Vehicular Parking	
Property Size	sq. ft.	Property Size	acres

Has the property previously been approved for a variance(s)? Yes No

If yes, indicate date: _____

ACTION(S) REQUESTED

- _____ Appeal of Administrative Order
- _____ Interpretation of Map _____ Interpretation of Section # _____
- _____ Dimensional Variance (*required setback, height, lot coverage, lot width, lot size, etc.*)
 _____ Describe the type of Dimensional Variance requested
- _____ Variance from Zoning Ordinance Requirement – Section # _____
- _____ Other (*please specify*): _____

VARIANCES - EXPLANATION OF PRACTICAL DIFFICULTIES

Please only fill out this section if you are requesting a variance.

Dimensional Variances, which are deviations from the dimensional zoning requirements, i.e. height, bulk, setback, and variances from other zoning ordinance requirements, such as the amount of investment in a non-conforming property, may only be granted by the Zoning Board of Appeals upon finding that a practical difficulty exists. All of the following conditions must be determined to apply to your case in order to determine that a true practical difficult exists. **Attach additional pages if necessary.**

- A. **Explain how:** Strict compliance with restrictions governing area, setback, frontage, height, bulk, density, or other non-use matters will unreasonable prevent the owner from using the property for a permitted purpose or will render ordinance conformity unnecessarily burdensome.

B. **Explain how:** Granting the variance will provide substantial justice to the applicant, as well as other property owners.

C. **Explain how:** The variance requested is the minimum variance needed to provide substantial relief to the applicant and/or be consistent with justice to other property owners.

D. **Explain how:** The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area to other properties in the same zoning district.

E. **Explain how:** The problem and resulting need for the variance has been created by strict compliance with the Zoning Ordinance, and not by the applicant or applicant's predecessors; it is not self-created.

F. **Explain how:** Granting the variance will not impair the public health, safety, comfort, or welfare of the inhabitants of Village of Oxford.

APPEALS OF ADMINISTRATIVE ORDERS, INTERPRETATIONS OF MAP OR ZONING ORDINANCE SECTIONS

When an applicant believes they have been aggrieved by a decision of the Zoning Administrator, they may appeal the decision to the Zoning Board of Appeals. The ZBA has the authority to hear and decide requests for interpretation of the Zoning Ordinance, including the Zoning Map. In the area below, please state the Section of the Zoning Ordinance that is relevant to your appeal or interpretation request. Please state any facts or conditions relevant to your application. **Attach additional pages if necessary.**

ATTACH THE FOLLOWING:

- 1. Nine (9) folded copies of the site plan showing existing and proposed conditions, sealed by a registered architect, engineer, or landscape architect.
- 2. Digital copies of application, site plan, and all supporting documents.
- 3. Proof of property ownership or interest in property (purchase agreement, etc.)
- 4. Fees: \$650 Dimensional Variance
 \$700 Use Variance
 \$550 Zoning Interpretation

PLEASE NOTE: The applicant or a designated representative **MUST BE PRESENT** at all scheduled review meetings or the site plan may be tabled due to lack of representation.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of a site plan application or to revoke any permits granted subsequent to site plan approval.

APPLICANT'S ENDORSEMENT

All information contained herein is true and accurate to the best of my knowledge. I acknowledge that the Zoning Board of Appeals will not review my application unless all information required in this application and the Zoning Ordinance have been submitted. I further acknowledge that the Village of Oxford and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this site plan application.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Property Owner

Date

VILLAGE USE ONLY

- _____ 1. Complete Zoning Board of Appeals Application
- _____ 2. Receive 8 copies of ZBA application and all pertinent documents
- _____ 3. ZBA Meeting Date: _____
- _____ 4. Notice for Public Hearing
- _____ 5. ZBA Decision: _____

NOTES
