



# CITY OF OAK PARK

Department of Technical & Planning Services  
14300 Oak Park Boulevard Oak Park, MI 48237  
Phone (248) 691-7450 Fax (248) 691-7165

## ZONING BOARD OF APPEALS (ZBA)

### Application to File a Variance or Interpretation of the Zoning Ordinance

1. This application submission must be accompanied by the application fee and, if applicable, ten (10) folded set of plans shall be filed at the Department of Community and Economic Development, located within the Department of Technical and Planning Services
2. The following fee schedule applies to this application
  - a. Single Family \$500.00
  - b. Multi-family, Commercial/Industrial \$1,000.00
  - c. Special meeting of Board of Appeals \$600.00
3. All applications, fee, and pertinent information must be typewritten and filed no later than 5:00 P.M. thirty (30) days prior to the next regularly scheduled ZBA meeting. The ZBA meets on the 4<sup>th</sup> Tuesday of each month. This deadline is strictly adhered to and no exceptions will be made

NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT E-MAIL: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

PROPERTY IDENTIFICATION: \_\_\_\_\_

1. Describe any unique physical circumstances affecting the property. These can include such things as shape, size, narrowness or shallowness, steep slope, or other conditions that are peculiar to this property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Explain if the unique physical circumstance or conditions described in #1 do not exist throughout the neighborhood or district where the property is located:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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3. Describe why the property cannot be reasonably developed in conformity with the provisions of the Zoning Ordinance, giving consideration to the unique physical circumstances or conditions affecting the property described in #1:

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4. Explain who or what has created the hardship, other than the applicant:

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5. If the variance is granted, explain how it will not alter the essential character of the neighborhood or district where the property is located and, if the variance is granted, explain how it will not substantially or permanently impair the appropriate use or development of the adjacent property:

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In the space below, describe your request in detail for a variance or interpretation of the Zoning Ordinance. If additional space is needed, attach one 8 1/2" x 11" sheet of paper:

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Has the Building Inspector examined the plans for the proposed property, and refused a building permit?

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Have previous requests for a variance or interpretation of the Zoning Ordinance involving the property be submitted?

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**If yes, please state the following:**

Date the application was filed: \_\_\_\_\_

Character/disposition of the application: \_\_\_\_\_

Attached hereto and made part of the appeal is the letter of authority, or power of attorney, in the case the appeal is made by a person other than the actual owner of the property.

I hereby depose and say that the statements contained in this application are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan

\_\_\_\_\_

My commission expires: \_\_\_\_\_



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## LETTER OF AUTHORITY

### TO THE CITY OF OAK PARK:

Please be advised that \_\_\_\_\_,  
(names)

the Owner(s) or Agent(s) of the property identified as \_\_\_\_\_ located within a  
(circle one) (property ID)

\_\_\_\_\_, \_\_\_\_\_ Zoning District has no objection to the application  
(property address)

filed by \_\_\_\_\_.  
Name of Applicant

Requesting a \_\_\_\_\_  
Variance, interpretation of zoning ordinance, or rezoning

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan

\_\_\_\_\_  
My commission expires: \_\_\_\_\_