



# City of Williamston

Planning & Community Development Department

161 E. Grand River Avenue

Williamston, MI 48895

[commdev@williamston-mi.us](mailto:commdev@williamston-mi.us)

## ZONING BOARD OF APPEALS APPLICATION

### PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### APPLICANT INFORMATION

***If the applicant is NOT the property owner, please complete the following:***

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Applicant is: (Check box)    Business Owner    Architect/Engineer    Other (*specify*) \_\_\_\_\_

### PROPERTY INFORMATION

Current Property Use is: (*check box*)    Residential    Commercial    Industrial    Vacant

Property Address: \_\_\_\_\_ Property Zoning District: \_\_\_\_\_

Parcel ID Number (PIN): \_\_\_\_\_

Property Dimensions: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area: \_\_\_\_\_

### REQUEST FOR ZBA ACTION

***Per Section 74-9.402 of the Williamston Zoning Ordinance, the ZBA has the power and duty to hear and decide appeals, interpret the zoning ordinance text and map, and grant dimensional variances. Please select the section for the type of action you are requesting and provide all relevant information in full.***

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**APPEAL OF ADMINISTRATIVE ACTION**

Action Requesting Appeal From: *(Describe the order, requirement, decision or determination made by the City Administration which you are requesting to be reversed or modified.)*

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Grounds for Appeal: *(Present any and all information which in your opinion justifies the reversal or modification of the decision of the City Administration. Attach additional sheets if necessary.)*

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**INTERPRETATION OF ZONING ORDINANCE PROVISIONS/DISTRICT BOUNDARIES**

Zoning Ordinance Section Requesting an Interpretation of: \_\_\_\_\_

Address/Location Requesting Interpretation of District Boundary: \_\_\_\_\_

Reason for Interpretation Request: *(State why you are requesting the above interpretation. Attach additional sheets if necessary.)* \_\_\_\_\_

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**DIMENSIONAL VARIANCE**

Zoning Ordinance Dimensional Requirement: \_\_\_\_\_

Proposed Dimension: \_\_\_\_\_ Requested Variance: \_\_\_\_\_

Per Section 74-9.406(b) of the Zoning Ordinance a dimensional variance shall not be granted unless the ZBA finds that there is a practical difficulty in carrying out the specific standards of the Zoning Ordinance.

The applicant must provide evidence and/or state the reason why:

- A. Compliance with the existing regulations unreasonably prevents the owner from using the property for a permitted purpose or that such compliance is unnecessarily burdensome.

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B. Granting of the variance will do substantial justice to the applicant as well as to other property owners in the district and be more consistent with the justice provided to other property owners in the zoning district and that a lesser variance would not give sufficient relief to the applicant.

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C. That there are circumstances or characteristics unique to the property that requires the need for a variance. \_\_\_\_\_

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D. That the circumstances requiring the granting of a variance are not self-created by the applicant.

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E. That granting a variance will insure the spirit of the ordinance will be observed, public safety and welfare protected and substantial justice is provided.

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**GENERAL REQUIREMENTS FOR ALL ZBA DETERMINATIONS**

Per Section 74-9.403(B) of the Zoning Ordinance before granting any decision the ZBA must determine that any action meets the following criteria.

The applicant must provide evidence and/or state the reason why granting a decision in their favor:

A. Will not impair an adequate supply of light and air to adjacent property.

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B. Will not unreasonably increase congestion in public streets.

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C. Will not increase the danger of fire or endanger the public safety.

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D. Will not unreasonably diminish or impair established property values within the surrounding area.

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E. Will not impair the public health, safety, comfort, morals or welfare of the inhabitants of the City.

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**ADDITIONAL REQUIRED DOCUMENTS**

**1) Proof of Ownership:** Provide proof of ownership such as property tax receipt or copy of deed.

**2) Plot Plan for Dimensional Variance:** For any request for a dimensional variance a drawing **MUST** be attached showing the property lot lines and dimensions, existing building locations, all proposed buildings, any site improvements/changes and specifically show with labels the required zoning ordinance dimension and the proposed dimension.

**SIGNATURES**

I, \_\_\_\_\_ (property owner), hereby give permission for Williamston City officials, staff, and consultants to go on the property for which the above referenced Zoning Board of appeals application is proposed for purposes of verifying information provided on the submitted application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Use Only: Fee Paid \$ _____  Date Complete Application Received: _____
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