



City of Big Rapids
Department of Neighborhood Services
Zoning Board of Appeals Application
Website: www.cityofbr.org

The City of Big Rapids Zoning Board of Appeals meets as needed on the fourth Thursday of each month at 7:00 p.m. at City Hall, 226 N. Michigan Avenue, Big Rapids MI.

Materials related to requests for Board action, including any required fees, must be filed with the Neighborhood Services Department. Questions may be directed to the Zoning Administrator at (231) 592-4035.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the Zoning Administrator, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Variance requests will not be granted unless all conditions, as applicable, set forth in section 13 of the City of Big Rapids Zoning Ordinance as amended are met. **It is imperative that the applicant demonstrate to the Board that each of these conditions are met.**

A public hearing will be held for all requests to the ZBA, to hear any comments either in favor or in opposition or any suggestions for modification prior to the board's decision. All properties within 300 feet of the applicant property will be notified via mail. A notice is also published in the local paper. **The applicant must attend the meeting and be prepared to explain the request.**

The filing deadline is required to allow sufficient time for review of the application by staff, notices of public hearing to be mailed, and independent review by all members of the board.

Filing Deadlines are established at **21 calendar days** prior to the Board meetings:

<u>Filing Deadline</u>	<u>Meeting Date</u>
January 5, 2017	January 26, 2017
February 2, 2017	February 23, 2017
March 2, 2017	March 23, 2017
April 6, 2017	April 27, 2017
May 4, 2017	May 25, 2017
June 1, 2017	June 22, 2017
July 6, 2017	July 27, 2017
August 3, 2017	August 24, 2017
September 7, 2017	September 28, 2017
October 5, 2017	October 26, 2017
November 1, 2017	To Be Determined
December 1, 201	To Be Determined



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Application Date: _____

Applicant Information:

Name:

Address:

Phone Number:

Property Owner Information: (Complete only if different from above)

Name:

Address:

Phone Number:

Zoning Variance Information:

Variance Requested:

Variance Address:

Parcel Number:

Please submit all of the following information:

1. A legal description of the property in question.
2. A detailed explanation of why a variance is necessary on this property
3. A detailed sketch plan of the property indicating present conditions and areas where the proposed variance(s) will be utilized. As part of this plan list lot dimensions, property lines, building/structures sizes, and all natural features.
4. The proposed use of any new buildings/structures.
5. Eight (8) copies of all application materials.
6. Application fee of \$75.00

All information required for submission of an application as indicated above has been provided. I certify that I have read and do understand the procedures for the City of Big Rapids Zoning Board of Appeals requests.

Signature of Applicant or Property Owner