

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042
586-992-0710 Ext. 7103 • PlanDropBox@macomb-mi.gov

www.macomb-mi.gov



APPLICATION PACKET FOR:

ZONING BOARD OF APPEALS (ZBA) SIGN EXCEPTION REVIEW

APPLICANTS TAKE NOTE OF THE FOLLOWING:

All applications must contain each page from this application packet, including the checklist and any unused pages. If your application does not include all the items, it will not be processed by the Planning Department.

Please use only the forms provided with this application.
No other forms, however similar, will be accepted.

If you would like to meet with staff before submitting any application, please call or email us to schedule a meeting. We can be reached at 586-992-0710 Ext. 7103 or PlanDropBox@macomb-mi.gov.

ZONING BOARD OF APPEALS (ZBA) SIGN EXCEPTION REVIEW APPLICATION PACKET

CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application shall be completed and submitted electronically via email to PlanDropBox@macomb-mi.gov and shall include a PDF of the application, a copy of the check, and any/all plans and supplemental information. The check shall be hand delivered to the Planning Department within Town Hall during posted business hours or mailed to Macomb Township Town Hall at 54111 Broughton Road, Macomb Township, MI 48042 in an envelope stating "Attention: Planning Department," (if mailed, the application shall be included in the envelope with the check).

Once the complete package is received and we have verified confirmation of payment, the submittal will be reviewed. If additional information is required, Planning Department staff will contact you via email or phone with additional instructions.

Please initial below to indicate that each required item is being submitted. Failure to initial that all items have been provided will result in an immediate rejection of the application.

_____ Initial **Completed Application.** This includes an **Affidavit of Ownership**. Incomplete applications or missing pages will not be accepted. The Building Official must sign off on the application.

_____ Initial **Payment.** Please make your (non-refundable) check payable to "Macomb Township". Requests are \$850.00 which includes a \$300.00 Fire review fee, if necessary. A re-review fee is \$200.00 per request, which includes a \$150.00 Fire re-review fee. (*Please note that there is an additional \$1,050.00 fee to request a Special Meeting Date*). Payment must be dropped off at the Planning Department, or mailed with tracking, addressed to the Planning Department.

_____ Initial **Letter.** A letter describing in detail the need for the sign exception and an explanation as to how the sign exception request relates to the criteria as set forth in [Section 20-14](#) of the Code of Ordinance.

_____ Initial **Building Department Denial.** If applicable, attach the Building Departments denial letter.

_____ Initial **Site Plan(s)** drawn to a maximum of 1" = 20' scale and a minimum of 1" = 50' scale, containing dimensional elements for which a variance is requested, and dimensional relationships of the subject property to the structures on all adjacent properties.

_____ Initial **Additional Information,** as applicable. Additional information relating to the variance request must be provided. This information may include floor plans, elevations, landscaping, lighting, etc.

ZONING BOARD OF APPEALS (ZBA) VARIANCE REVIEW APPLICATION PACKET

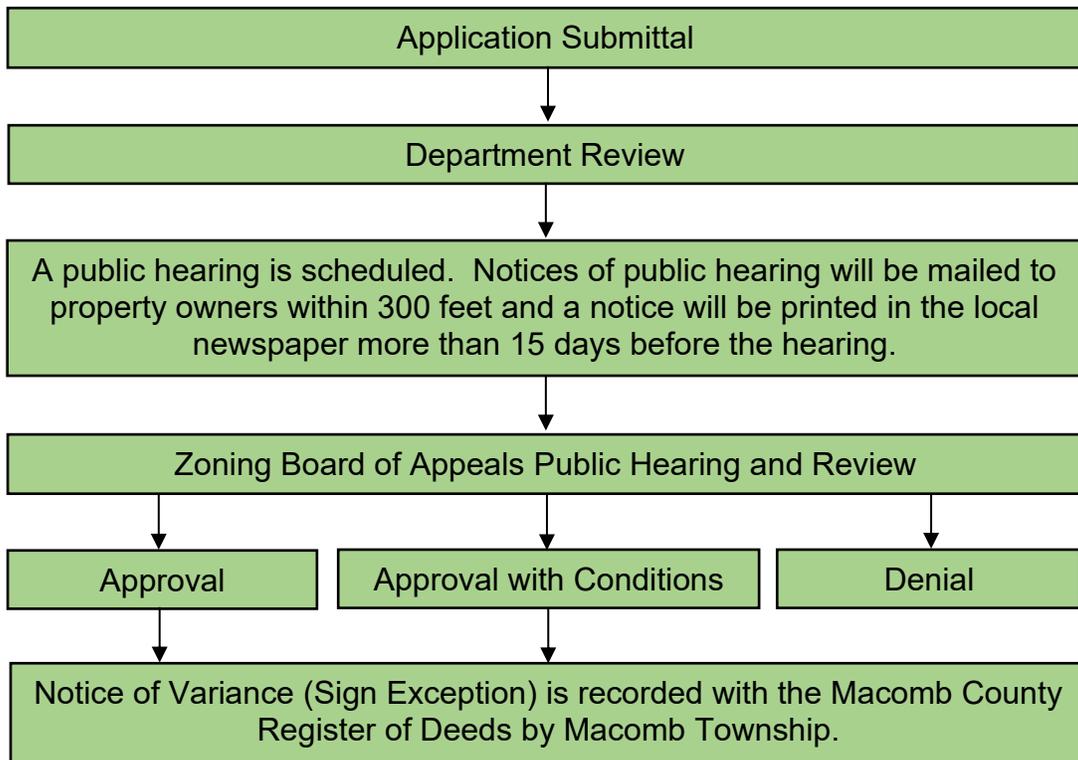
OVERVIEW

What is a Variance? A Variance is official permission granted by the Zoning Board of Appeals (ZBA) to deviate from a specific standard of the Zoning Ordinance when it has been determined that the criteria as set forth in [§10.2406\(C\)\(1-4\)](#) have been met.

Can the Zoning Board of Appeals reconsider a variance that was previously decided upon? No, the ZBA shall not reconsider a variance request for which a decision has previously been made. In addition, any decision by the ZBA is final. However, a final decision of the ZBA may be appealed to the Circuit Court in accordance with [MCL 125.3605](#) and [MCL 125.3606](#).

How long does Variance remain valid? A granted variance remains with the land and does not expire. However, a variance granted shall terminate if there is any change in the property area for which the variance was granted, or if the terms and conditions of the variance are violated.

What are the procedures for a Zoning Board of Appeals Variance Review? Upon receipt of a complete application for the Variance review, the Planning Department will distribute the application and submittals to internal departments for an approximate ten (10) day review period. Results of the reviews will be communicated to the applicant and a public hearing will be scheduled with the Zoning Board of Appeals, at which **your presence is mandatory**. The Zoning Board of Appeals has final authority to approve, approve with conditions or deny the Variance request.



ZONING BOARD OF APPEALS (ZBA) VARIANCE REVIEW APPLICATION PACKET

APPLICATION

MACOMB TOWNSHIP PLANNING DEPARTMENT
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 7103

Permanent Parcel Number 08 - _ _ - _ _ - _ _ .

Project Name _____

Applicant Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Applicant Signature _____

Representative Name _____ Phone _____
(if different from applicant)

Address _____

City _____ State _____ Zip Code _____

Email _____

Representative Signature _____

Location of Property _____
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Please indicate the correct section number of the Zoning Ordinance which is being requested for a variance. You **must** be specific, giving the section number and a description of the variance that is being requested.

Section _____ From what to what _____

Building Official Signature _____

(OBTAINED BY THE PLANNING DEPARTMENT)

ZONING BOARD OF APPEALS (ZBA) VARIANCE REVIEW APPLICATION PACKET

VERIFICATION OF RECORDED LEGAL PROPERTY

Permanent Parcel No. 08 - _ _ - _ _ - _ _ .

Project Name _____

Address of Parcel (if available) _____

Owner Name _____

Address of Owner _____

**LEGAL DESCRIPTION
(INSERT HERE)**

ZONING BOARD OF APPEALS (ZBA) VARIANCE REVIEW APPLICATION PACKET

AFFIDAVIT OF OWNERSHIP

PLEASE TAKE NOTICE that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached; (i.e. affidavit, deed, land contract, option agreement, lease, etc.)** This requirement must be fulfilled to promptly process your application.

(I), (We) _____, the undersigned fee title owner(s) of property
(name)
hereinafter referenced, acknowledge (my) (our) agreement to permit / allow the property described within the attached application for _____ to receive consideration by
(type of application to be filed)
Macomb Township.

(I), (We) further authorize _____, as a(n)
(name of applicant)
_____ of the property, to process an Application with the Township of
(applicant's interest in property)
Macomb on (my) (our) behalf.

Please have the property owner(s) sign below:

(Owner Signature)

(Print Name)

THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER(s):

08 - ____ - ____ - ____ - ____

STATE OF MICHIGAN

ss.

COUNTY OF MACOMB

On this _____ day of _____, 20____, before me personally appeared _____
_____ to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that _____ executed the same as _____ free act and deed.
(he, she, they) (his, her, their)

Notary Public

_____, Michigan

My Commission Expires: _____

Acting in _____ County, Michigan