



ZONING BOARD OF APPEALS APPLICATION

City of Owosso
 301 W. Main Street, Owosso, MI 48867
 Phone: (989) 725.0535
 building@ci.owosso.mi.us

Application must be filed at least 25 days prior to a scheduled ZBA meeting for staff review and proper notices (see last page for submittal deadlines)

I (we) hereby appeal to the Zoning Board of Appeals for a:			
<input type="checkbox"/> Variance	<input type="checkbox"/> Permit	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Review/Approval
Property Information:			
Property Street Address:			
Parcel ID #:		Zoning:	
Applicant:			
Name:			
Address:			
Telephone No:		Email:	
Description of the property:			
Size of lot:	Square footage of lot:	Corner or interior lot	
Description of existing structures:			
Number of buildings now on premises:			
Size of each building now on premises:			
Use of existing buildings on premises:			
Description of proposed structure:			
Height of proposed structure:			
Dimensions of proposed building or addition:			
Area of proposed building:			
Percentage of lot coverage of building or addition:			
Yard setbacks after completion of building or addition (measured from lot line):			
Front yard:	Side yard:	Rear yard:	
Section number of Zoning Ordinance that is being appealed:			

Clearly state your request:
Required attachments:
1. Completed application
2. Site plan, plus a digital copy
<ul style="list-style-type: none"> • Legal description of site
<ul style="list-style-type: none"> • Area of site (in square feet or acres)
<ul style="list-style-type: none"> • Dimensions on all property lines, setbacks, etc.
<ul style="list-style-type: none"> • Location of all existing and proposed structures on subject property
<ul style="list-style-type: none"> • Location of all existing structures within 100' of subject property
<ul style="list-style-type: none"> • Location of all existing and proposed drives, turning lanes, parking areas, number of parking spaces, greenbelt screening and walls
<ul style="list-style-type: none"> • Location and right-of-way widths of all abutting streets and alleys
<ul style="list-style-type: none"> • Loading and unloading areas
3. Written response to the following for either the Dimensional variance or the Use variance:
<p>(1) Dimensional variance. The ZBA may grant a dimensional variance only upon a finding that practical difficulties exist. A dimensional variance is a variance from any dimensional standard or requirement of this chapter, such as, but not limited to, a deviation from density, height, bulk, setback, or parking, landscaping and sign standards and requirements. A finding of practical difficulties shall require demonstration by the applicant of all of the following:</p>
<p>a. Strict compliance with restrictions governing area, setback, frontage, height, bulk, density or other "non-use" matters will unreasonably prevent the owner from using the property for a permitted purpose or will be unnecessarily burdensome. The variance will do substantial justice to the applicant, as well as to other property owners.</p>
<p>b. A lesser variance than that requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.</p>
<p>c. The need for the variance is due to unique circumstances or conditions peculiar to the property and not generally applicable in the area or to other properties in the same zoning district such as exceptional narrowness, shallowness, shape, topography or area.</p>
<p>d. The problem and resulting need for the variance has not been self-created by the applicant and/ or the applicant's predecessor may or may not be considered depending upon whether the practical difficulty would have existed regardless of the action.</p>
<p>e. The variance will not alter the essential character of the area. In determining whether the effect the variance will have on the character of the area, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area will be considered.</p>
<p>f. The granting of the variance will not materially impair the intent and purpose of this chapter.</p>
<p>(2) Use variance. The ZBA may grant a use variance only upon a finding that an unnecessary hardship exists. A use variance is a variance that permits a use that is otherwise not provided for in a zoning district. A finding of an unnecessary hardship shall require demonstration by the applicant of all of the following:</p>
<p>a. The property cannot be reasonably used for any purpose permitted in the zoning district without the variance. There must be financial proof of the applicant's inability to realize any reasonable return; speculation or a qualitative assessment is inadequate.</p>

<p>b. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. The applicant must prove that there are certain features or conditions of the land that are not generally applicable throughout the zone and that these features make it impossible to earn a reasonable return without some adjustment. In those situations where the difficulty is shared by others, the board may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance.</p>	
<p>c. The problem and resulting need for the variance has not been self-created by the applicant and/ or the applicant's predecessors.</p>	
<p>d. The variance will not alter the essential character of the area. In determining whether the effect the variance will have on the character of the area, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area will be considered.</p>	
<p>4. Narrative demonstrating why a variance is being sought</p>	
<p>5. Required fee</p>	
Commercial	\$425
Residential	\$200
Escrow Fee (Hourly rate of Staff/Consultant involved)	\$1,500
<ul style="list-style-type: none"> • A cash deposit of \$1,500 shall be placed with the City of Owosso • The City will let the applicants know when additional funds are needed (typically when about 25% is remaining) • Should there be funds remaining in the account after completion of the project, the balance will be returned 	
<p>6. The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible and make themselves aware of the Owosso Zoning Ordinance and Master Plan requirements.</p>	
<p>7. The Applicant or his/her representative must be present at the ZBA meeting</p>	
<p>8. 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 ZBA meeting, nor will they be considered at the ZBA meeting.</p>	
<p>9. No order of the ZBA permitting the erection or alteration of buildings shall be valid for a period longer than one year, unless a building permit for such erection or alteration is obtained within such period and such erection or alteration is commenced and proceeds to a completion in accordance with the terms of such permit.</p>	
<p>10. No application for a variance which has been denied wholly or in part by the board shall be resubmitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence or proof of changed conditions found upon inspection by the board to be valid.</p>	
<p>Signature</p>	
<p>Date</p>	

<u>2026 Meeting Date</u>	<u>2026 Submittal Deadline</u>
January 20	December 26, 2025
February 17	January 23
March 17	February 20
April 21	March 27
May 19	April 24
June 16	May 22
July 21	June 26
August 18	July 24
September 15	August 21
October 22	September 25
November 17	October 23
December 15	November 20