

**CITY OF OWOSSO BUILDING & ZONING  
DEPARTMENT  
BUILDING CODE BOARD OF APPEALS APPLICATION**

CITY OF OWOSSO  
301 W. MAIN STREET  
OWOSSO, MI 48867  
PHONE: 989-725-0535  
E-MAIL: building@ci.owosso.mi.us

**FEE \$200**

**NOTICE TO THE APPLICANT**

REGULAR MEETINGS OF THE BUILDING CODE BOARD OF APPEALS ARE HELD ON THE FOURTH **THURSDAY OF EACH MONTH AT 8:30 A.M.** AT CITY HALL, WHEN THERE ARE APPEALS TO CONSIDER.

PLEASE FILE A COMPLETE APPLICATION, TOGETHER WITH THE APPROPRIATE FEE, **NOT LESS THAN TWENTY-SEVEN (27) DAYS** BEFORE THE MEETING DATE.

COMPLETE APPLICATIONS ARE PLACED ON THE NEXT AVAILABLE AGENDA OF THE BUILDING CODE BOARD OF APPEALS.

1. ADDRESS OF THE SUBJECT PROPERTY: \_\_\_\_\_

ACREAGE PROPERTY: *Attach legal description if this an acreage parcel*

2. PROPERTY TAX IDENTIFICATION NUMBER(S): \_\_\_\_\_

3. CODE NAME (e.g. "BUILDING CODE", "SIGN CODE", "FENCE CODE") AND SECTION(S) RELATED TO THE APPEAL:

\_\_\_\_\_

4. REASONS FOR APPEAL/VARIANCE: *On a separate sheet, please describe the reasons justifying the requested action. See Submittal Checklist.*

5. HAVE THERE BEEN ANY PREVIOUS APPEALS INVOLVING THIS PROPERTY? YES  NO

6. APPLICANT INFORMATION:

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_

7. APPLICANT'S AFFILIATION TO THE PROPERTY OWNER: \_\_\_\_\_

8. OWNER OF SUBJECT PROPERTY:

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my (our) knowledge, information and belief.**

**The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Owosso and its employees, officers, and consultants from any responsibility or liability with respect thereto.**

I, \_\_\_\_\_ (PROPERTY OWNER), HEREBY DEPOSE AND SAY THAT ALL THE ABOVE STATEMENTS AND STATEMENTS CONTAINED IN THE INFORMATION SUBMITTED ARE TRUE AND CORRECT AND GIVE PERMISSION FOR THE BOARD MEMBERS AND CITY STAFF TO CONDUCT A SITE VISIT TO ASCERTAIN PRESENT CONDITIONS.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

***Failure of the applicant or his/her authorized representative to appear before the Board, as scheduled, shall be justifiable cause for denial or dismissal of the case with no refund of appeal fee(s). If the person appearing before the Board is not the applicant or property owner, signed permission must be presented to the Board.***

***The applicant will be notified of the time and date of the hearing by electronic mail.***

# SUBMITTAL CHECKLIST FOR APPEALS NOT RELATED TO SIGNS

*FOR SIGNS, PLEASE USE SUBMITTAL CHECKLIST ON NEXT PAGE*

## REQUIRED   PROVIDED

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | COMPLETED APPLICATION.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY OF SUPPORTING DOCUMENTS DESCRIBING</b> THE REQUEST, CONSTRUCTION AND/OR WORK INCLUDING BUT NOT LIMITED TO: <ul style="list-style-type: none"><li>▪ PLOT PLANS DRAWN TO SCALE, SHOWING THE SHAPE AND DIMENSION OF LOT(S).</li><li>▪ LOCATION ON THE LOT OF FENCES, OR OTHER STRUCTURES CONCERNING THE REQUEST.</li><li>▪ DETAILED PLANS SHOWING CONSTRUCTION MATERIALS AND METHOD OF CONSTRUCTION.</li><li>▪ PHOTOS, DRAWINGS, OR RENDERINGS AS NECESSARY TO ACCURATELY DESCRIBE THE REQUEST.</li></ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ANY ADDITIONAL INFORMATION INCLUDING REPORTS OR ACCREDITED TESTING AGENCIES, INCLUDING ACCREDITED AGENCIES RECOGNIZED BY THE INTERNATIONAL CODE COUNCIL (ICC) AND ACCEPTED ENGINEERING PRACTICES SHOULD ACCOMPANY YOUR APPEAL.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY OF INFORMATION</b> THAT CLEARLY EXPLAINS THE IMPACTS OF THE REQUEST ON THE AREA.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>A WRITTEN EXPLANATION OF</b> THE REASONS JUSTIFYING THE REQUEST. IF APPEALING AN ICC CONSTRUCTION CODE, PLEASE EXPLAIN ALTERNATIVES THAT WOULD BE EQUAL TO WHAT THE CODE REQUIRES.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>MINIMUM SIZE</b> OF ALL DOCUMENTS <b>8.5" X 11"</b> .   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A DIGITAL VERSION OF ALL APPLICATION DOUCUMENTS. E MAILING THEM TO THE DEPARTMENT IS PREFERRED.  |

## SUBMITTAL CHECKLIST FOR SIGNS

### WALL SIGNS

REQUIRED   PROVIDED

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | COMPLETED APPLICATION.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY OF SIGN CONSTRUCTION DETAIL</b> SHOWING SIZE, MATERIALS, DIMENSIONS, PROJECTION FROM THE WALL AND METHOD OF ATTACHMENT TO THE WALL. AT THE DISCRETION OF THE PLANNING DEPARTMENT, SIGNS WITH SIGNIFICANT STRUCTURAL COMPLEXITY WILL REQUIRE SEALED ENGINEERING DRAWINGS. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY OF A WRITTEN EXPLANATION OF THE REASONS</b> JUSTIFYING THE REQUEST. EXPLANATION MUST ADDRESS SIGN CODE APPEALS CRITERIA, SEE PAGE 5.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY</b> OF THE FRONT ELEVATION SHOWING SQUARE FOOT AREA OF BUILDING OR TENANT AREA.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | IF THE SIGN IS ELECTRIFIED, <b>PLANS MUST SPECIFY</b> THE SIGN WILL BE UL (OR EQUIVALENT) LISTED.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>MINIMUM SIZE</b> OF ALL DOCUMENTS <b>8.5" X 11"</b> .   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A DIGITAL VERSION OF ALL APPLICATION DOUCUMENTS. E MAILING THEM TO THE DEPARTMENT IS PREFERRED.  |

### GROUND SIGNS

REQUIRED   PROVIDED

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | COMPLETED APPLICATION.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY OF SITE PLAN</b> SHOWING RIGHT OF WAY LINES, AND LOCATION OF EXISTING AND PROPOSED GROUND SIGNS. LABEL THE DISTANCE FROM RIGHT OF WAY LINE TO LEADING EDGE OF EXISTING AND PROPOSED SIGNS. ONLINE MAP SERVICES ACCEPTED.                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY OF SIGN CONSTRUCTION DETAILS</b> SHOWING DIMENSIONS AND THICKNESS OF SIGN, MATERIALS AND FOOTING DEPTH. AT THE DISCRETION OF THE PLANNING DEPARTMENT, SIGNS WITH SIGNIFICANT STRUCTURAL COMPLEXITY WILL REQUIRE SEALED ENGINEERING DRAWINGS. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>1 COPY A WRITTEN EXPLANATION OF THE REASONS</b> JUSTIFYING THE REQUEST. EXPLANATION MUST ADDRESS SIGN CODE APPEALS CRITERIA, SEE PAGE 5.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>MINIMUM SIZE</b> OF ALL DOCUMENTS <b>8.5" X 11"</b> .   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A DIGITAL VERSION OF ALL APPLICATION DOUCUMENTS. E MAILING THEM TO THE DEPARTMENT IS PREFERRED.  |

## **SIGN CODE APPEALS CRITERIA – CHAPTER 26 SIGN CODE**

The Board of Appeals has the power to grant specific variances from the requirements of this Chapter, upon a showing of each of the following:

- a) The variance would not be contrary to the public interest or general purpose and intent of this Chapter.
- b) The variance does not adversely affect properties in the immediate vicinity of the proposed sign.
- c) The petitioner has a hardship or practical difficulty resulting from the unusual characteristics of the property that precludes reasonable use of the property.