



**ZONING BOARD OF APPEALS APPLICATION**

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

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

<b>Required attachments:</b>	
<b>1. Site plan, plus a digital copy</b>	
❖ Description of site (plat numbers and/or legal description)	
❖ Area of site (in square feet or acres)	
❖ Dimensions on all property lines, setbacks, etc.	
❖ Location of all existing and proposed structures on subject property	
❖ Location of all existing structures within 100' of subject property	
❖ Location of all existing and proposed drives, turning lanes, parking areas, number of parking spaces, greenbelt screening and walls	
❖ Location and right-of-way widths of all abutting streets and alleys	
❖ Loading and unloading areas	
<b>2. Completed application</b>	
<b>3. Description of how the requested variance meets all of the nine (9) Facts of Findings</b>	
<i>The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height regulations, yard and depth regulations, and off-street parking and loading space requirements provided it finds that <b>ALL</b> of the basic conditions described below, and as stated in Section 38-504(3)a.1-9 can be satisfied.</i>	
<b>a. Basic conditions. In order to qualify for a variance, the applicant must show that a variance:</b>	
1. Will not be contrary to the public interest or to the intent and purpose of this chapter	
2. Shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a special land use permit is required.	
3. Is unique and not shared with other property owners	
4. Will relate only to property that is under control of the applicant.	
5. Is applicable whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.	
6. Was not created by action of the applicant (not self-created).	
7. Will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion of public streets or increase the danger of fire or endanger the public safety.	
8. Will not cause a substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located.	
9. Is applicable whether a grant of the variance applied for would do substantial justice to the applicant as well as to other property owners in the area, or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.	
<b>b. Special conditions: When all of the basic conditions can be satisfied a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:</b>	
1. The board may specify, in writing, such conditions regarding the character, location, and other features that will, in its judgment, secure the objectives and purposes of this chapter. The breach of any such condition shall automatically invalidate the permit granted.	
2. Each variance granted under the provisions of this chapter shall become null and void unless:	
i. The construction authorized by such variance or permit has been commenced within six (6) months after the granting of the variance and proceeds to completion in accordance with the terms of the variance;	
ii. The occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the granting of the variance.	
3. 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.	
<i>In granting or denying a variance, the board shall state the findings of fact upon which it justifies the action.</i>	
<b>4. Narrative demonstrating why a variance is being sought</b>	
<b>5. Required fee</b>	
Commercial	\$425

Residential	\$200
Commercial Escrow Fee	\$1,500
❖ 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	
<b>6. IT IS IN YOUR BEST INTEREST TO BE PRESENT OR BE REPRESENTED AT THE ZONING BOARD OF APPEALS MEETING</b>	
7. <i>The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the Owosso Zoning Ordinance and following all requirements therein. Further, these professionals shall make themselves aware of all Owosso Master Plan requirements, for example, major thoroughfares, land use, recreations and etc.</i>	
<b>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.</b>	
<b>Signature</b>	
<b>Date</b>	

Filing deadlines are established as follows:

- To comply with various ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the ZBA and staff to review the filed materials.
- Filing deadlines are established at **28 calendar days** prior to the ZBA meetings:

<b>2022 Meeting Dates</b>	<b>Submittal Deadlines</b>
January 18	December 21
February 15	January 18
March 15	February 15
April 19	March 22
May 17	April 19
June 21	May 24
July 19	June 21
August 16	July 19
September 20	August 23
October 18	September 20
November 15	October 18
December 20	November 22