



**Pittsfield Charter Township
Department of Municipal Services**

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3130 Fax: (734) 944-1103
Website: www.pittsfield-mi.gov Email: planning@pittsfield-mi.gov

Zoning Board of Appeals Application

Applicant Requirement Checklist
<ul style="list-style-type: none"> ▪ Application Fee, paid by cash, check or credit card when application is submitted ▪ Completed Application ▪ Ten (10) sets of plans that show variance that is being requested

:: OFFICE USE ::
ZBA # _____ - _____
ZP App Fee \$ _____
Escrow Fee \$ _____
Total \$ _____

Property Information
<p>_____ Or _____</p> <p>General Location of Site Street Number Street Name</p> <p>Parcel I.D. # 12 - _____ - _____ - _____ Zoning District: _____ Present Use: _____</p>

Requested Action
<p><input type="checkbox"/> Ordinance or Map Interpretation <input type="checkbox"/> Variance to Section: _____</p> <p>Appeal to the Decision of: <input type="checkbox"/> Zoning Administrator <input type="checkbox"/> Planning Commission <input type="checkbox"/> Township Board <input type="checkbox"/> Other: _____</p> <p>_____</p> <p>_____</p>

Ordinance or Map Interpretation <i>(To be filled out if requested action is Ordinance or Map Interpretation)</i>
<p>Describe in detail the nature of the problem to be interpreted and the reason for the request:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Appeal to Decision <i>(To be filled out if requested action is Appeal to Decision)</i>
<p>Describe in detail the nature of the request of the Appeal to Decision:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Please Complete Reverse Side →

:: Office Use ::	Time Stamp
<p>Received By: _____</p> <p>(Initials)</p>	

Variance *(To be filled out if requested action is a variance)*

Variance from Article: _____ Section: _____ to permit the following:

Explain the special conditions and circumstances that exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district:

Explain why the literal interpretation of the provisions of the Ordinance deprives you of rights commonly enjoyed by others in the same zoning district:

Did the special conditions and/or circumstances result from your actions?

Can you use the property in a manner permitted by the Ordinance if a variance is not granted? Why not?

Is this the minimum variance required to use the property in the way you want? If not, what is the minimum?

Will granting the variance change the essential character of the area?

Other Appeals
The applicant requests the Zoning Board of Appeals to grant the following:

Applicant Information			
(Please Print)			
_____		_____	
Company Name (If Applicable)		Applicant's Name	
_____	_____	_____	_____
Address	City	State	Zip
(_____) _____	(_____) _____	_____	
Contact Number	Fax Number	Email Address	

Applicant's Compliance Agreement	
<p>The applicant(s) represents that they are the owner(s) of the subject property or are acting on behalf of the listed owner, and herewith file ten (10) copies of the identified site plan and all supporting material. The applicant also acknowledges that the filing of this application grants permission for Pittsfield Charter Township staff and/or officials to enter the property to determine the accuracy of the submitted information, including existing conditions. If the applicant is not the owner, the owner must fill out the Property Owner Affidavit below.</p>	

Applicant's Signature	

Property Owner Information (To be filled out if the applicant is not the property owner)			
(Please Print)			
_____		(_____) _____	
Property Owner's Name		Contact Number	
_____	_____	_____	_____
Address	City	State	Zip
_____		(_____) _____	
Email Address	Fax Number		

Property Owner's Compliance Agreement	
<p>I, _____ hereby state that I am the owner of the property described on this application (Print Owner's name)</p> <p>and that I have authorized _____ to act as my agent for the purpose of obtaining the zoning variance, appeal, or interpretation herein requested, and I hereby acknowledge that the filing of this application grants permission for Pittsfield Charter Township staff and/or officials to enter the property to determine the accuracy of the submitted information, including existing conditions.</p>	

Property Owner's Signature	Date
_____	_____