



The Charter Township of Flint prides itself on its' streamlined processes. All processes meet the requirements of the Michigan Planning Enabling Act PA 33 of 2008 and the Michigan Zoning Enabling Act PA 110 of 2006.

Variance Process Checklist	
1	Contact Building Department if you feel you need a Pre-Application meeting. Phone: 810-600-3235 or Email: kcronin@flinttownship.org
2	Schedule a Pre-Application Meeting, not required but happy to provide. Bring any drawings that you have or concepts, business plan, property information.
3	Submit your Variance Application - the Chairman of the Board of Appeals will call a meeting include 2 sets of drawings for the initial review, and the application fee.
4	Postings will go out to properties within 300 ft. Michigan statute requires a 15 day posting and a Public Hearing.
6	Zoning Board of Appeals holds the Public Hearing. The applicant should attend or have a representative present to answer any questions the Board may have.
7	If at any point in the process you have a question, please contact Tracey - ttucker@flinttownship.org
8	Expected Length of Process - 3 - 4 weeks This process and Site Plan Review process can be addressed simultaneously.

APPLICATION TO THE ZONING BOARD OF APPEALS

FOR OFFICE USE ONLY

CASE # _____

Fee Paid _____

PH Date _____

App _____ Deny _____

CHARTER TOWNSHIP OF FLINT
1490 S. DYE ROAD, FLINT, MI 48532
(810) 600-3235 FAX (810) 733-6919

ALL INFORMATION REQUESTED IN I THRU V MUST BE PROVIDED.

I. Petitioner _____

Adr/CityStZip _____ Phone _____

Represented by _____

Adr/CityStZip _____ Phone _____

Owner of Property _____

Adr/CityStZip _____ Phone _____

II. Location of property for appeal _____

If property is in a subdivision, state the name of the subdivision:

_____ Lot # _____

The N S E W side of _____ street or roads, between

_____ and _____ street or roads.

Parcel tax number _____ Lot size _____

Zoning Designation of property _____

Existing use of property _____

(Commercial, Industrial, Residential or Vacant)

III. A. State the Article(s) and Section(s) of the Ordinances being appealed (use reverse if necessary)

B. State the reason for the appeal (What are you trying to do and why?)

(attach additional sheets if necessary)

IV. A SKETCH OF THE PROPERTY INVOLVED MUST BE INCLUDED

Draw a sketch on the back of this application, or attach a separate sheets(s), as you prefer. **APPLICATIONS WITHOUT A SKETCH WILL NOT BE ACCEPTED.** The sketch must indicate: the property boundary dimensions; building(s) presently existing or proposed on the site; the size of all yard areas; all structures within 50 feet of your property; and note the location and size of any other important property characteristics such as easements, septic fields, flood plains, etc. Photos are encouraged.

V. Applicants for a variance should demonstrate:

1. The proposed variation involves practical difficulties.
2. Involves exceptional and unique circumstances.
3. Will not impair the adequate supply of light and air to adjacent property or increase the congestion in public streets.
4. Will not increase the hazard of fire or flooding or endanger the public safety.
5. Will not unreasonably diminish or impair established property values within the surrounding area.
6. Will not in any other respect impair the public health, safety, comfort, morals, or welfare of the inhabitants of the Township.
7. Will not alter the essential character of the neighborhood.
8. The spirit of the Ordinance is observed and the public health and safety secured and substantial justice done and the Board of Zoning Appeals has the authority to grant the requested variance.

Indicate your response to the eight items stated above.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____

8. _____

(attach additional sheets if necessary)

VI. State the Township Department that has denied the requested action or suggested the applicant seek a variance. It is strongly recommended that an official of that Department review and initial this application with the applicant prior to the application and fee submittal to the Building Department.

(Circle One)

Initial

Building Department

Ordinance Enforcement Department

Zoning Department

Other _____

The aforementioned information is the truth to the best of my knowledge.

Applicant's signature

Date

Any variance or special use permit approved by the Zoning Board of Appeals must be implemented within 6 months from the date of approval to be valid. There may be deed restrictions on the subject property that may affect this project. Please check the title for deed restrictions and covenants.

Use this space for additional comments _____
