

**City of Harper Woods**  
**19617 Harper Avenue**  
**Harper Woods, MI 48225**  
**313-343-2526 - Building Department**  
**313-642-6825 - fax**  
**www.harperwoodscity.org**

**ZONING VARIANCE APPLICATION INSTRUCTIONS**

This application is used for variances and Zoning Board of Appeals' interpretations. Please indicate your request in item #6 on the application.

Pre Application Conference: Applicants are encouraged to meet with the City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the applicant an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient.

An appointment for pre-application conference can be scheduled by calling the Building Department at 313-343-2526. While a pre-application conference is not required, it is highly recommended. When a pre-application conference does not occur, the applicant is encouraged to be familiar with all requirements and to submit a complete and fully documented application.

Only complete applications will be processed. Incomplete applications will be returned to the applicant. A complete application includes the following list of items pertaining to the requested variance:

- One (1) copy of a scaled, legible illustration with the required details. If the illustration is larger than ledger-size, nine (9) copies must be provided.
- A separate detailed written statement fully explaining your request.
- Legal description of the property
- All Appropriate signatures and authorizations
- The fee according to the City's fee schedule

The Zoning Board of Appeals meets the second Wednesday of each month, applications are due 15 days prior to the meeting. It is the applicant's responsibility to provide revised drawings if required. Please note that the applications may be delayed if submitted on the last filing day or if significant issues have not been resolved in a timely manner.

VARIANCE APPLICATION

1. Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

2. Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

3. Address of Property: \_\_\_\_\_

4. Legal Description of Property (or attach a legal boundary description): \_\_\_\_\_

5. Permanent Parcel Number: \_\_\_\_\_

6. Describe Request: \_\_\_\_\_

7. Attach an accurate drawing of the site showing:

- Property Boundaries
- Existing and Proposed Buildings
- Distance from the Lot Lines of Each Existing or Proposed Building
- Unusual Physical Features of the Site or Building
- Abutting Streets

8. The Zoning Board of Appeals treats each variance request individually and approves or denies each variance on its own merits. In order for the Zoning Board of Appeals to grant a variance, the applicant must satisfy all of the following conditions:

CRITERIA FOR VARIANCE APPROVAL

A. The proposed variance will be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and the applicable regulations of the zoning district in which it is to be located.

B. The proposed variance will be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing child-vehicle contacts in residential districts.

C. The proposed variance will be designed as to the location, size, intensity, site layout and periods of operation of any such proposed use to eliminate any possible nuisance emanating there from which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.

D. The proposed variance will be such that the proposed locations, height of buildings or structures, location nature and height of walls, fences, and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and building or unreasonably affect their value. \_\_\_\_\_

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E. The proposed variance will relate harmoniously with the physical and economic aspects of adjacent land uses as regards prevailing shopping habits, convenience of access by prospective patrons, continuity of development and need for particular services and facilities in specific areas of the City. \_\_\_\_\_

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F. The proposed variance is necessary for the public convenience at that location.

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G. The proposed variance is so designed, located and proposed to be operated that the public health, safety and welfare will be protected. \_\_\_\_\_

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H. The proposed variance will not cause substantial injury to the value of other property in the neighborhood in which it is to be located. \_\_\_\_\_

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9. Names and addresses of all other persons, firms or corporations having a legal or equitable interest in the property: (Applicant must provide lease, purchase agreement or written authorization from owner) \_\_\_\_\_

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**DECLARATION:**

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance. I also understand that I am responsible for actual costs of engineering, planning and administrative fees.

By virtue of my application, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my applications are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Filing Fee: See City Fee Schedule