



An interpretation is requested for the following reason: \_\_\_\_\_

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**Section 2. VARIANCE:**

The application respectfully requests that an adjustment of the terms of the zoning ordinance be made in the case of his property because the following peculiar or unusual conditions are present which justify an adjustment:

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The following hardship will result if the adjustment is not made:

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**Section 3. SPECIAL EXCEPTION:**

The applicant respectfully requests that the following special exception be made to enable him to use his property in the following manner:

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Article \_\_\_\_\_ Section \_\_\_\_\_ of the zoning ordinance authorizes the Board of Appeals to make the special exception requested.

**Section 4. ORDINANCE PROVISIONS:**

The applicant respectfully petitions that the following request be approved:

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Authorization for the above request is found in Article \_\_\_\_\_ Section \_\_\_\_\_ of the zoning ordinance.

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_\_\_

Applicant shall also attach plans drawn to scale showing shape and dimensions of lots, buildings and lines of proposed building to be erected, altered or use changed. The Board may also request such other information with regard to lot or neighboring lots, proposed use, existing use, as it deems necessary.

Date filed with City: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**SINGLE-FAMILY RESIDENTIAL  
SITE PLAN REQUIREMENTS INSTRUCTIONS  
FOR THE ZONING BOARD OF APPEALS**

1. Your request has been denied as per the City of Clawson's Zoning Ordinance. You have the right to appeal this denial. The Zoning Board of Appeals (which consists of six Clawson residents) meets on the third Thursday of each month to consider such appeals.
  
2. If you wish to make an appeal, the application must be submitted to the Building Department with payment and two (2) sets of plans. After approval of the plans, submit thirteen (13) more sets of plans to the Building Department.

**A. Single-Family Residential \$175.00**

PLEASE NOTE: All neighbors within three hundred (300) feet will be notified of the appeal.

3. The Zoning Board meeting agenda will be mailed to you at least one week in advance. It is absolutely necessary that you or your representative attend the meeting to answer any questions the Board may have.

## **SINGLE-FAMILY RESIDENTIAL**

### **SITE PLAN REQUIREMENTS**

- A. Legal description of site (metes and bounds description or subdivision and lot number)
- B. Date, north arrow and scale (1" = 10', 20', 30', or 40')
- C. Dimensions on all property lines, setbacks, floor plan, building heights, etc...
- D. The location of all existing structures and proposed structures on the subject property.
- E. Zoning of site and zoning of adjacent property and property across all abutting streets

**MULTIPLE, OFFICE, COMMERCIAL AND INDUSTRIAL**  
**SITE PLAN REQUIREMENTS INSTRUCTIONS FOR ZONING BOARD OF**  
**APPEALS**

1. Your request has been denied as per the City of Clawson's Zoning Ordinance. You have the right to appeal this denial. The Zoning Board of Appeals, which consists of six Clawson residents, meets on the third Thursday of each month to consider such appeals.
  
2. if you wish to make an appeal, the application must be submitted to the Building Department with payment and three (3) sets of plan. The Building Department forwards the plans and application to the City Planner for final review. Once this is complete, submit thirteen (13) more sets of folded plans to the Building Department.

**A. General Variance - \$300.00 (Per Variance)**

**B. Use Variance - \$500.00 (Plus \$10.00 Per Acre)**

PLEASE NOTE: All neighbors within three hundred (300) feet will be notified on the appeal.

3. The Zoning Board meeting agenda will be mailed to you at least a week in advance. It is absolutely necessary that you or your representative attend the meeting to answer any questions that board may have.

## **MULTIPLE, OFFICE, COMMERCIAL AND INDUSTRIAL**

### **SITE PLAN REQUIREMENTS**

- A. Legal Description of site (metes and bounds description of subdivision and lot number).
- B. Area of site (in square feet and/or acres)
- C. Date, north arrow and scale (suggested scale: 1" = 10', 20', 30', or 40' if subjected property is less than 3 acres; and 1" = 50', 60', or 100' if more than 3 acres).
- D. Dimensions on all property line, setbacks, floor plans, building heights, etc...
- E. The locations of all existing structures and proposed structures on the subject property.
- F. The location of all existing structures within 100' of the subject property.
- G. The location of all existing and proposed drives, turning lanes, parking areas, number of parking spaces, greenbelt screening, walls, catch basins and drainage patterns.
- H. The location and right-of-way widths of all abutting streets and alleys.
- I. Loading and unloading areas.
- J. Type and location of any outside storage.
- K. The location of all driveways and parking areas across abutting streets and/or within 100' of the property.
- L. Zoning of site and zoning of adjacent property and property across all abutting streets.
- M. Typical floor plan for each type unit indicating:
  - a.) Principal entrances and service entrances.
  - b.) Relationship of typical unit within each structure.
  - c.) Number and uses of rooms
- N. Elevations of proposed building types.
- O. Detail of service areas (garbage and trash receptacle, etc...).