

**NOTICE OF APPEAL TO THE
CLAWSON ZONING BOARD OF APPEALS**

Applicant: _____ Phone: _____

Address: _____

Owner: _____ Phone: _____

Address: _____

Subdivision: _____

Parcel Identification No: _____

Instruction to Applicant:

Fill in appropriate Section 1, 2, 3, or 4. Do not fill in more than one of these sections. This application is not acceptable unless all required statements have been made. Additional information may be supplied on separate sheets if the space provided on this form is inadequate.

The following is an appeal from a determination made by the enforcing officer on the following date:

Date: _____

Please attach a copy of inspector's report.

Section 1 INTERPRETATION OF THE PROVISION OF THE LAND DEVELOPMENT REGULATIONS (LDR)

The applicant respectfully requests that an interpretation be made by the Board of Appeals of Article _____ Section _____ of the Land Development Regulations.

An interpretation is requested for the following reason:

Section 2 Variance

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

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

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:

Article _____ Section _____ of (LDR) 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:

Authorization for the above request is found in Article _____ Section _____ of the (LDR).

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: _____

- Fees:**
- Dimensional Variance: \$520.00 (plus \$305.00 per Variance)**
 - Use Variance: \$1,100.00 (plus \$30.00 per acre)**
 - Single Family Residential \$565.00**
 - Temporary Use \$300.00**
 - (Including Christmas Tress)**

ZONING BOARD OF APPEALS APPLICATION TIMELINE

(COMMERCIAL & (MULTI-FAMILY))

Day 01

- 1) Applicant submits payment/application/and ten (10) sets of folded plans to the Building Department.

Day 05

- 2) Building Department creates a file and cover letter – sends the City Manager the cover letter, the City Attorney and City Clerk the cover letter and application, and the City Planner the cover letter, application and two (2) sets of drawings.

Day 19 – (7-10 working days)

- 3) City Planner reviews request for variances and issues a letter (draft).

Day 21

- 4) City Building Official reviews the letter and offers comments/additions for submittal.

Day 25

- 5) City Planner receives comments, makes changes if required, and sends out review letter to the Applicant, Owner, Architect, City Attorney, City Clerk and Building Department.

- 6) If the review letter finds submittal adequate – skip to #15.

Days vary due to applicant's submittal time (estimated seven (7) days).

- 7) If the review letter recommends revised drawings, or requests additional information, continue on flow chart.

Day 32

- 8) Applicant submits ten (10) sets of revised folded drawings and any other requested information to the Building Department.

Day 36

- 9) Building Department sends two (2) sets of drawings and information to the City Planner.

Day 50 – (7 to 10 working days)

- 10) City Planner does a (2nd) variance review and creates a (2nd) letter (draft).

Day 53

- 11) City Building Official reviews the (2nd) letter and offers comments/additions for submittal.

ZBA Timeline (cont'd)

Day 57

- 12) City Planner receives comments, makes changes if required, and sends out the 2nd review letter to the Applicant, Owner, Architect, City Attorney, City Clerk and Building Department.
- 13) If the review letter recommends revised drawings or requests additional information – repeat items #8 through 12 and add twenty-five (25) days.
- 14) If review letter finds submittal adequate, continue on flow chart.

Day 64 – (Days vary due to applicant’s submittal time (estimated 7 days))

- 15) Applicant submits thirteen (13) sets of folded drawings to the Building Department.

Day 65

- 16) Building Department puts packets together and submits to the Clerk’s office.

Day 66

- 17) City Clerk sets for next available Zoning Board of Appeals agenda – must be in the Clerk’s possession a minimum of fifteen (15) days prior to the meeting to meet advertising deadline.
- 18) City Clerk publishes public hearing notice in the newspapers and informs affected property owners via mail, minimum of 15 days prior to the meeting.

Day 81 to 95

- 19) Zoning Board of Appeals Meeting at 7:30 p.m.

Variance Process Flowchart for Non-Residential Properties

