

# Village of Ravenna

12090 CROCKERY CREEK DRIVE • RAVENNA, MICHIGAN 49451 • TELEPHONE (231) 853-2360 • FAX (231) 853-6443

## APPLICATION FOR APPEAL/VARIANCE REQUEST ZONING BOARD OF APPEALS

Date: \_\_\_\_\_ Application Fee: \$200.00  
(must accompany completed application)

1. Property Address for Appeal/Variance: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_  
Zone District: \_\_\_\_\_ (obtain from Zoning Administrator)

Legal Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (include additional sheets if needed)

2. Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship of Applicant to Property Owner: \_\_\_\_\_

3. Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

4. Purpose of Request: (variance, interpretation of zoning ordinance, administrative appeal, expansion of nonconforming residential use, other – please specify):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Summary of Facts:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (include additional sheets if needed)

(continued on reverse side)

6. Site Plan: On a separate sheet of paper, provide a site plan (map of the property), drawn to scale, showing all data pertinent to the proposed variance or other request or appeal. It is advised that the site plan be based on an accurate property survey. In some cases, the property survey can be used as the site plan. Sample site plans are available from the Zoning Administrator upon request. The site plan shall include at least the following:
- (A) Date of the drawing;
  - (B) Scale;
  - (C) North arrow;
  - (D) Name of the person or firm who drew the site plan;
  - (E) Locations and dimensions of all property lines, abutting rights-of-way, easements, setbacks, off-street parking, proposed landscaping, and existing and/or proposed structures and additions.

7. Variance Justification – Complete Only if Applying for a Variance. (Note: Answer each question. Use additional sheets if needed.)

No variance from the provisions or requirements of the Zoning Ordinance shall be authorized by the Board unless the Board makes affirmative findings, based upon competent material and substantial evidence on the whole record, as to each of the standards listed below. As to a dimensional variance, being a variance regarding the dimensional characteristics of a lot, parcel or property or a variance because of exceptional topographic or other conditions of the land, buildings or structures, the Board must make findings as to each of the standards based on no less than three affirmative votes. As to a use variance, being a variance from the provisions or requirements of the Zoning Ordinance because of the actual or proposed use of the property requested by the applicant, the Board must make findings as to each of the standards based on no less than four affirmative votes. No variance shall be granted unless all of the following standards are met:

- (A) Enforcement of the literal requirements of the zoning ordinance would cause unnecessary hardship, as to a use variance, or practical difficulties, as to a dimensional variance.

If applying for a use variance, explain the unnecessary hardship that would be caused by enforcement of the literal requirements of the zoning ordinance. If applying for a dimensional variance, explain the practical difficulties that would be caused by enforcement of the literal requirements of the zoning ordinance:

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# *Village of Ravenna*

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## APPLICATION FOR APPEAL/VARIANCE REQUEST (continued)

- (B) Special conditions or circumstances exist which are peculiar to the land, building or structure involved and which are not applicable to other lands, buildings or structures in the same zoning district.

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

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- (C) Literal interpretation of the zoning ordinance would deprive the applicant of property rights commonly enjoyed by other properties in the same zoning district.

Explain why literal interpretation of the zoning ordinance would deprive the applicant of property rights commonly enjoyed by other properties in the same zoning district:

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- (D) The authorizing of the requested variance will not be of substantial detriment to adjacent or nearby lands, structures or buildings, and will not be contrary to the spirit and purpose of the zoning ordinance.

Explain how the requested variance will not be of substantial detriment to adjacent or nearby lands, structures or buildings, and will not be contrary to the spirit and purpose of the zoning ordinance:

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(continued on reverse side)

- (E) The special conditions or circumstances do not result from actions of the applicant. (Financial consideration alone shall not be grounds for granting a variance.)

Explain why the special conditions and circumstances described above under standard (B) are not the result of your own actions:

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- (F) The Board of Appeals shall, when granting a variance, determine that the variance is the minimum that will make possible the reasonable use of the land, building or structure. To this end, the Board of Appeals may grant a lesser variance than that requested by the applicant, provided the lesser variance also meets standards (A) through (E), above.

Explain why the requested variance is the minimum that will make possible the reasonable use of the land, building or structure:

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8. Applicant Certification.

**By my signature below, I certify that I am the property owner, agent of the owner, or authorized by the property owner to submit this application. Further, I certify that the information provided within or attached to this application is, to the best of my knowledge, true and accurate. I hereby authorize the Village to enter the property associated with this application for purposes of conducting necessary site inspections.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

(continued on next page)

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## APPLICATION FOR APPEAL/VARIANCE REQUEST (continued)

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### FOR VILLAGE USE ONLY:

Date Application Received: \_\_\_\_\_ Application Fee Received: \$ \_\_\_\_\_  
Escrow Payment Received: \_\_\_\_\_ Escrow Payment Charged: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Denied for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning Administrator/Village Official: \_\_\_\_\_ Date: \_\_\_\_\_

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