



USE VARIANCE APPLICATION
Community Development Department
201 S. Main Street Plymouth, MI 48170 Ph. 734-453-1234 ext. 232
Website: www.plymouthmi.gov

Type of Variance Request: USE – A use variance permits a use of land that is otherwise not allowed in that zoning district. The applicant must present evidence to show that if the zoning ordinance is applied strictly, unnecessary hardship to the applicant will result.

Address of Property	Date of Application		
Applicant Name	Property Owner		
Address	City	State	Zip
Email	Phone		

Three Basic Functions of the ZBA:

1. Interpreting the zoning ordinance (text and map) and nonconforming situations.
2. Deciding appeals on administrative decisions, special land uses, or PUDs.
3. Granting variance requests.

Standards for Use Variance: [Click here to see full ordinance language.](#)

1. Property cannot be reasonably used for purposes permitted in the zone
2. Problem results from circumstances unique to the property, not the neighborhood
3. Variance will not alter the essential character of the neighborhood
4. Problem is not self-created.

A two-thirds majority (4 of 5 board members) is required for all use variance requests.

The Zoning Board of Appeals meets the first Thursday of each month at 7:00PM. The completed application must be filed with a fee of \$300.00 for single family projects or \$550.00 for multi-family and non-residential. Visit the City’s website for submittal deadlines and meeting dates: [Zoning Board of Appeals](#). Ten (10) copies of the application are needed at submittal.

The Zoning Board of Appeals will not accept incomplete applications. Signature of property owner and applicant, as well as notarization is required for every application. There are notaries located in City Hall. The Community Development Department has the right to remove an item from the agenda due to incompleteness.

Article and Section of the Zoning Ordinance for which an appeal or variance is being requested:

I (We) hereby appeal to the Zoning Board of Appeals for a variance to: _____

Description of Property

Current zoning classification: _____

Current use of structure(s) on premises: _____

Is it a corner or interior lot? _____

Size and area of lot: _____

Total square footage of existing main structure(s): _____

Total square footage of accessory structure(s): _____

Existing [lot coverage](#) (percentage) of all buildings and structures: _____

Height of existing main and/or accessory structures: _____

Residential Only: [Floor Area Ratio](#) (FAR) should not exceed 0.4: _____

- A scaled drawing or boundary survey depicting the above information.
- The zoning and current use of the properties surrounding the subject property.

Please answer all of the following questions as they relate to the requested variance, use additional sheets as necessary:

1. What are the hardships to preventing compliance with the ordinance? Are these hardships an exception or unique to the property compared to other properties in the neighborhood/City? _____

2. What effect will the variance have on neighboring properties? Will the variance alter the essential character of the area? _____

3. Is the hardship which prevents you from complying with the ordinance self-imposed? How did the hardship come about? (NOTE: The ZBA has generally found that purely aesthetic consideration and self-created hardships are unacceptable grounds for a variance.) _____

4. Why the property could not be reasonably used for the purposes permitted in that zone? _____

I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true and correct:

Signature of Property Owner

Signature of Applicant

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public

My Commission expires _____