ZONING BOARD OF APPEALS APPLICATION - 1

THE FOLLOWING MUST ACCOMPANY YOUR COMPLETED APPLICATION.

APPLICATIONS ARE ACCEPTED NO LATER THAN THE FIRST DAY OF THE MONTH PRIOR TO THE MEETING OR WHEN THE 20TH AGENDA ITEM HAS BEEN SUBMITTED. INCOMPLETE APPLICATIONS WILL DELAY THE PROCESS.

APPLICATION CHECKLIST

☐ Signed and completed application.
☐ Completed questionnaire(s) as applicable.
☐ Application fee – check or cash payable to Bloomfield Township
☐ Letter of explanation noting each item and addressing the reason(s) for the request.
☐ Two (2) complete sets of scaled drawings, both full size and reduced 8 ½ X 11 inch indicating:
  1. Accurate dimensions of the proposal including details on the type of materials and proposed color.
  2. Elevations (front, sides and rear) showing building materials and window and door locations.
  3. Full site plan with accurate dimensions from all lot lines to the proposal.
  4. A landscaping plan (proposed and/or existing) is required for new construction, accessory structures, and retaining walls. A landscaping plan shall indicate types, size, and species of plantings.
☐ Color site photos.
☐ A CD or thumb drive containing all plans and photos submitted.

SUBDIVISION ASSOCIATIONS

☐ Subdivision Association comments should be provided no later than the night of the scheduled meeting. Associations will be notified as part of legal noticing.

☐ As a courtesy, the Building Division will notify the subdivision association if association comments are not shown on the plans at the time of application for building permits.

• Please note: the homeowner, applicant or other representative on behalf of the homeowner, must attend the Zoning Board of Appeals meeting in order for the Board to take action.
• Meetings are held the second Tuesday of each month, unless otherwise specified (see attached schedule).
• Approved minutes will be available on the Township website after the next scheduled Board of Appeals meeting.
• Zoning Board of Appeals approvals shall be valid for a period no longer than one year unless a building permit has been obtained within the one-year period.
• Building permit applications must be submitted with separate copies of plans (contact the Building Division at 248.433.7715 for further information). Building permits will be issued upon compliance with building codes and Township ordinances.
ZONING BOARD OF APPEALS APPLICATION - 2

GENERAL INFORMATION:

Owner's Name: ___________________________ Phone: ___________________________

Address: _________________________________________________________________

Fax: ___________________________ Email: ___________________________

Applicant's Name: ___________________________ Phone: ___________________________

Business Name: ___________________________ Phone: ___________________________

Address: _________________________________________________________________

Fax: ___________________________ Email: ___________________________

SUBJECT PROPERTY:

Address: _________________________________________________________________

Parcel(s) tax ID number(s): ___________________________

APPEAL:

Provide a detailed description of your request on Page 6.

Pursuant to Article II, Section 42-53 of the Zoning Ordinance, the undersigned hereby makes application to the Board of Zoning Appeals for either:

☐ Dimensional Variance: Required _______ Proposed _______

☐ Permission Request (Accessory Structure Uses): ___________________________

☐ Interpretation: Section No. ___________________________

Has a building permit been refused for this request? ___________________________

Has there been any previous appeal involving these premises? ___________________________

Is this appeal the result of an Ordinance Violation Notice? ___________________________

Is this an existing condition? ___________________________

Do you have comments by the Subdivision Association? ___________________________

If not, please provide prior to the meeting.

Revised 7/25/19

2 of 8
Signature of Owner:

By signing this application, the project property owner, applicant, and contact person are indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner. An application fee is required at the time of application in accordance with the fee schedule as adopted by the Board of Trustees.

I hereby authorize the employees and representatives of Bloomfield Township to enter and conduct an investigation of the above referenced property.

Signature of Property Owner(s) Date

Print Name of Property Owner(s) Date

Signature of Applicant Print Name of Applicant Date

Signature of Contact Person Print Name of Contact Person Date

OFFICE USE ONLY:

Date Filed: Application accepted by: 

Fee Paid: Receipt Number: 

Date of Appeal: 

Revised 4/5/17
A Non-Use or dimensional Variance is a variance from any standard requirement of the ordinance such as deviation from setbacks, parking, landscaping, density, height or bulk regulations. A non-use or dimensional variance requires you to prove practical difficulty. The standards the Zoning Board of Appeals will use in determining whether a practical difficulty exists require you to provide responses to the following questions. Additional information may be attached.

1. Why would strict compliance with the zoning ordinance prevent you from using your property for a permitted purpose or be unnecessarily burdensome?

2. Why is your variance request fair to other property owners?

3. Would a lesser variance than you are requesting allow you to use the property as desired?

4. Describe the circumstances unique to your property (that are not generally applicable in the immediate area or to other properties in the same zoning district), which create the need for the variance.

5. Explain why the need for the requested variance is not self created (due to the actions of the applicant, owner, or their predecessors).
Section 42-5.1 of the Bloomfield Township Zoning Ordinance provides that accessory structures proposed to be added to a lot containing an already existing principal building or use shall be subject to review and approval of the Zoning Board of Appeals. Please note, structures meeting provisions under General Exceptions, Section 42-3.10 are exempt from this requirement. Specifically, the Board of Zoning Appeals when considering whether to approve an accessory structure that is proposed shall apply the standards that are set forth in Section 42-7.6. All uses as listed in any district requiring Board approval for a permit shall be of such location, size, and character that, in general, it will be in harmony with the appropriate and orderly development of adjacent properties. The standards the Zoning Board of Appeals will use in determining whether an accessory structure should be approved require you to provide responses to the following questions. Additional information may be attached.

1. What is the nature and intensity of the use and how will it affect adjoining properties?

2. How will the size, layout, and its relation to pedestrian and vehicular traffic to and from the use, cause disruption to adjacent properties?

3. How will the location and height of buildings; the location, nature and height of walls, fences; and the nature and extent of landscaping of the site be such that it will not negatively impact adjacent land and buildings?

4. How will the nature, location, size, and site layout be harmonious to the neighborhood?

5. How will the location, size, intensity, and site layout be objectionable to nearby dwellings, by reasons of noise, fumes or flash of lights to a greater degree than is normal, or interfere with adequate supply of light or air, or increase the danger of fire or otherwise endanger the public safety?
LETTER OF EXPLANATION

Please provide an explanation of your project:
SCHEDULE OF 2019 ZONING BOARD OF APPEALS MEETINGS

Meetings begin at 7:00 p.m. on the second Tuesday of each month, at the Township Hall, 4200 Telegraph Road. In the event of a holiday or Election Day, the Zoning Board of Appeals meetings are typically held on the third Tuesday of the month.

In the event a meeting date needs to be changed, the Board members will be notified and a notice will be posted at Township Hall.

January 8
February 12
March 12
April 9
May 14
June 11
July 9
August 13
September 10
October 10
November 12
December 10
## PLANNING FEE SCHEDULE

### Site Plan Review

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-residential</td>
<td>$800 + $10/1000 gross bldg. sq. ft.</td>
</tr>
<tr>
<td>Residential</td>
<td>$800 + $25/residential unit</td>
</tr>
</tbody>
</table>

### Design Review Board

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design/Site Improvement Review</td>
<td>$125</td>
</tr>
<tr>
<td>Special Event</td>
<td>$125</td>
</tr>
<tr>
<td>Sign Review</td>
<td>$50</td>
</tr>
<tr>
<td>Special Use</td>
<td>$125</td>
</tr>
</tbody>
</table>

### Rezoning Requests

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$900 + $25/acre</td>
<td></td>
</tr>
</tbody>
</table>

### Subdivision (Plat) Review

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,200 + $25/lot</td>
<td></td>
</tr>
</tbody>
</table>

### Lot Split Request

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot line adjustment excluded</td>
<td>$500/lot</td>
</tr>
</tbody>
</table>

### Zoning Board of Appeals

#### Non-residential

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance request</td>
<td>$300</td>
</tr>
<tr>
<td>Permission request</td>
<td>$300</td>
</tr>
<tr>
<td>Ordinance violation</td>
<td>$500</td>
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</tbody>
</table>

#### Residential

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance request</td>
<td>$100</td>
</tr>
<tr>
<td>Permission request</td>
<td>$60</td>
</tr>
<tr>
<td>Ordinance violation</td>
<td>$200</td>
</tr>
</tbody>
</table>

### Wireless Communication Facility

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000</td>
<td></td>
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</tbody>
</table>

1. Revised submittals for review shall be half of initial fee for each occurrence.
2. Consulting Review Fees – The applicant shall be responsible for any costs incurred by consultants, including but not limited to traffic and environmental, contracted by the Township to review the proposed site plan as determined by the Planning Director pursuant to Chapter 2, Article V, Division 2, Section 2-111—2-117.
3. Site plan fees submitted for Planning Commission review includes an initial review by the Design Review Board.
THE CHARTER TOWNSHIP OF BLOOMFIELD ORDAINS:

Section 1.

Article 3, Zoning Districts, Section 42-3.10 General Exceptions, is hereby amended with the illustration as follows:

42 – 3.10 GENERAL EXCEPTIONS

The regulations in this Chapter shall be subject to the following interpretations and exceptions:

1. through 6. [no change].

7. Terrace or patio. An open, unenclosed paved terrace or patio may project into a required front, rear and secondary front yard setback for a distance not exceeding ten (10) feet or no more than twenty five (25) percent of the front, secondary front, or rear yard but it shall not be interpreted to include or permit fixed canopies. Patios and terraces immediately adjacent to the principal residence may incorporate landscape walls and/or piers not to exceed four (4) ft. in height and setback at least sixteen (16) ft. from the side lot line.

A. Illumination. Piers and landscape walls may be illuminated with the overall height, including light fixtures, not to exceed four (4) ft. Landscape lighting should provide the user with illumination appropriate for the designed activity (i.e. parking, walking, outdoor dining space, etc.). Illumination shall be confined through the use of shields, vegetative screening, or other methods to eliminate glare onto adjacent properties.

B. Permitted Structures. When incorporated within a patio and located in a rear or secondary yard, gas fire pits and masonry kitchenettes, barbeques, and seat walls are allowed subject to the required setbacks. This provision excludes fireplaces and other accessory structures pursuant to Section 42-5.1, Accessory Structures.
8. through 10. [no change].

Section 2. Repealer.
All ordinances or parts of ordinances in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. Severability.
If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any Court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

Section 4. Savings.
All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

Section 5. Effective Date.
The provisions of this Ordinance are hereby ordered to take effect immediately upon publication.

Section 6. Adoption.
This Ordinance is hereby declared to have been adopted by the Township Board of the Charter Township of Bloomfield at a meeting thereof duly called and held on the 22nd day of July, 2019, and ordered to be given publication in the manner prescribed by the Charter Township of Bloomfield.

CERTIFICATION
I hereby certify that the foregoing Ordinance was adopted by the Board of Trustees of the Charter Township of Bloomfield at a meeting held on July 22, 2019, and that the original of this Ordinance is on file in my office.

Janet Roncelli, Township Clerk

Introduced: June 24, 2019
Published: July 7, 2019
Adopted: July 22, 2019
Published: August 4, 2019
Effective: August 11, 2019
ZONING BOARD OF APPEALS

WHAT TO EXPECT AFTER SUBMITTAL OF YOUR APPLICATION

- A Township Planning Division staff member will contact you if any additional information is required for your application; otherwise your application is complete for the Board’s consideration.
- If you have not done so already, please contact your homeowners association as soon as possible, to allow them an opportunity to review your plans prior to the public meeting. You may also contact adjoining property owners to allow them to review your plans, and see if they will provide you a letter or email of support (forward to Planning staff to be added to your application file).
- If the need for any revisions to your application or plans should arise, please contact Planning staff immediately so that we can determine if changes can be addressed at the same meeting.
- Fifteen days prior to the public hearing, legal notices are mailed to all property owners and homeowner’s associations within 500 ft. of the subject property.
- An agenda will be posted to the Township’s website the Thursday prior to the public hearing. Check this if you would like to see the order of the agenda: https://bloomfieldtwpmi.documents-on-demand.com/
- The night of the public hearing, the ZBA chairman will ask each applicant to come to the podium and briefly explain their request. Be prepared to answer any questions from the Board. It is not necessary to bring your plans since staff will have a Powerpoint presentation containing the plans.
- The ZBA can approve, deny, or table your request (or any portion of it) to the next meeting.
- If approved, remember to apply for required permits with the Building Division within the timeframe noted in the ZBA’s motion. You do not need documentation showing ZBA approval since this is handled internally.

- Planning staff is here to assist you through this process. If you should have any questions, please contact Jennifer (jmacdonald@bloomfieldtwp.org) or Andrea abibby@bloomfieldtwp.org) at 248.433.7795.

CONTACT YOUR HOA

SUBMIT ZBA APPLICATION

STAFF REVIEW (REVISIONS MAY BE REQUIRED)

LEGAL NOTICES MAILED

PREPARE BRIEF EXPLANATION OF PROJECT FOR PUBLIC HEARING

ATTEND PUBLIC HEARING

IF APPROVED, APPLY FOR PERMITS