

**Planning Division
City of Royal Oak**

211 Williams St. / P.O. Box 64
Royal Oak, Michigan 48068-0064
 (248) 246-3280 FAX (248) 246-3005
 City Website: www.romi.gov

CASE NUMBER <i>(For Staff Use Only)</i>	
PC –	ZBA –
<input type="checkbox"/> Site Plan <input type="checkbox"/> w/ Optional Public Hearing	<input type="checkbox"/> Dimensional Variance
<input type="checkbox"/> Special Land Use Permit	<input type="checkbox"/> Use Variance
<input type="checkbox"/> Rezoning / Text Amendment	<input type="checkbox"/> Map or Text Interpretation
<input type="checkbox"/> P.U.D. <input type="checkbox"/> Special Redevelopment	<input type="checkbox"/> Administrative Appeal
<input type="checkbox"/> Site Condominium / Plat	<input type="checkbox"/> Reconsideration

Application for Planning Commission and/or Zoning Board of Appeals

Property Address & Parcel I.D. Number(s)	Property or Street Address
	Parcel I.D. Number(s)

Project Description	
	Does project involve SMD, SDD, or other liquor license? Yes No

Applicant <i>(Must have legal interest in the property)</i>	Name:			
	Firm:			
	Address:			
	City:	State:	Zip:	
	Phone:	E-Mail:		
	Own the property			
	Lease the property, if so what is term of lease:	years	w/ option?	Yes No
	Have offer to purchase property (attach purchase agreement)			
Other property interest: (e.g., architect, attorney, contractor, etc.)				

Primary Contact <i>Same as Applicant</i>	Name:			
	Firm:			
	Address:			
	City:	State:	Zip:	
	Phone:	E-Mail:		
	Relationship to Applicant: <i>(e.g., architect, attorney, contractor, etc.)</i>			

Property Owner <i>Same as Applicant</i>	Name:			
	Firm:			
	Address:			
	City:	State:	Zip:	
	Phone:	E-Mail:		
	Property Owner Signature <i>(if other than applicant)</i>			

Signature X Signature of Applicant STATE OF MICHIGAN, COUNTY OF OAKLAND ss: On this _____ day of _____, A.D., 20_____, Before me personally appeared the above named person, who being dully sworn, says that he/she has read the foregoing application, by him/her signed and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.	Fees (see notes below)	
	Planning Commission	
Site Plan Review	\$ 500	
with Public Hearing (optional) *	\$ 900	
Special Land Use (includes Site Plan Review) *	\$ 1,500	
Rezoning Request *	\$ 1,000	
Conditional Rezoning Request *	\$ 1,500	
Special Redevelopment Project *	\$ 1,500	
Planned Unit Development		
Preliminary Site Plan Review *	\$ 1,000	
Final Site Plan Review *	\$ 1,000	
City Commission Review (PUD Rezoning & Development Agreement)	\$ 2,000	
Site Plan / Special Land Use Renewal **	\$ 500	
Special Meeting Requested by Petitioner ****	\$ 500	
Other:		
Zoning Board of Appeals		
Variance (Use or Dimensional) *	\$ 700	
Administrative Appeal or Interpretation *	\$ 700	
Request for Reconsideration ***	\$ 500	
Special Meeting Requested by Petitioner ****	\$ 500	
Other:		
Notary Public of Oakland County, Michigan		
My Commission Expires: _____		
Notes on Fees: Items postponed by the Planning Commission, Zoning Board of Appeals, or petitioner are subject to a new application fee or as determined by the Zoning Administrator. * Requires public hearings and notifications to be provided. Notification will be distributed by the city pursuant to state law and local ordinance. ** Zoning Administrator may require fee to review and/or extend site plans and special land use approvals that have expired, if a site plan has been significantly modified since its approval, or if review by staff is required to ensure contingencies are consistent with approval. *** Fee for reconsideration request only. If reconsideration is granted, a new variance application with an additional \$700 fee is required. **** Additional fee.		Total \$
Placement on Agenda The application fee should be paid at the Treasurer's Office at Room # 109 of City Hall. In order to be considered at an upcoming meeting, this application and all required documents and materials must be submitted to the Planning Division by the established deadline or " cut-off " date for the next regular meeting of the Planning Commission and/or Zoning Board of Appeals. SUBMITTAL BY THE "CUT-OFF" DATE DOES NOT GUARANTEE PLACEMENT ON THE AGENDA. The applicant or a representative must be present at ALL meetings. For a list of the information that must accompany this application please refer to the <u>SITE PLAN REVIEW CHECKLIST</u> or <u>VARIANCE CHECKLIST</u> .		
Treasurer's Office (Official Use Only) This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fee. Application Account Number: 101.000.62901 Receipt Number:	Taxes & Water Bills: <input type="checkbox"/> Paid <input type="checkbox"/> Not Paid in Full Amount Owned: \$ Cashier's Signature:	

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Zoning Board of Appeals Variance Checklist

New Variance Requests	Criteria
<p>The ZBA accepts a maximum of 8 new appeals for a regularly scheduled meeting.</p> <p>Applications are accepted and placed on an agenda in the order received.</p> <p>At the time of submittal, an application must be accompanied by the following:</p> <p>A survey or site plan illustrating:</p> <ul style="list-style-type: none"> • The location (size, dimensions, and number) of all existing and proposed structures or site alterations; • Driveways, approaches and parking spaces and areas; • Dimensions of all lots and property lines showing relationship and distances of the subject property to abutting property and structures; • The location and dimensions of all rights-of-way abutting public thoroughfares and easements; • Preparation date, name and signature; and • Date, scale and north arrow. <p>Additional information may be required, including but not limited to:</p> <ul style="list-style-type: none"> • Floor plans; • Façade elevations; and • A written description of the project and the use of the property and activities to be undertaken on the premises. 	<p>The Board shall determine that the variance approval, either as proposed by the applicant or as otherwise determined by the Board based upon the record, is the minimum relief necessary in order to achieve substantial justice.</p> <p>The Board may consider the following as part of its decision on a Use Variance, which requires 6 affirmative votes for approval.</p> <p><i>The applicant must present evidence to show that if the Zoning Ordinance is strictly applied, unnecessary hardship to the applicant will result based upon the following:</i></p> <ol style="list-style-type: none"> 1. That the property could not be reasonably used for the purposes permitted in that zone; 2. That the appeal results from unique circumstances peculiar to the property and not from general neighborhood conditions; 3. That the use requested by the variance would not alter the essential character of the area; and 4. That the alleged hardship has not been created by any person presently having an interest in the property. <p>The Board may consider the following as part of its decision on a Nonuse Variance, which requires 5 affirmative votes for approval.</p> <p><i>The applicant must present evidence to show that if the Zoning Ordinance is strictly applied, practical difficulties will result to the applicant based upon the following:</i></p> <ol style="list-style-type: none"> 1. That the Ordinance restrictions unreasonably prevent the owner from using the property for a permitted purpose; 2. That the variance would do substantial justice to the applicant as well as to other property owners in the district, and a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners; 3. That the plight of the landowner is due to unique circumstances of the property; and 4. That the alleged hardship has not been created by any person presently having an interest in the property.
Renewals of Temporary Variances	
<p>Please complete the application form and check "Renewal of Temporary Variances." The ZBA may revoke your temporary variance if the application form and check are <u>not</u> received.</p> <p>The request will be placed on the next regularly scheduled meeting of the ZBA. The applicant may be required to attend the ZBA's meeting regarding a temporary variance renewal.</p> <p>A copy of the ZBA's motion regarding the renewal will be mailed to the petitioner following the meeting.</p> <p>Should you have any questions, please contact the Planning Division at (248)-246-3280.</p>	