



*City of Bloomfield Hills*  
45 E. Long Lake Road  
Bloomfield Hills, Michigan 48304-2322  
Phone (248) 644-1520 Fax (248)644-4813  
[www.bloomfieldhillsmi.net](http://www.bloomfieldhillsmi.net)

# Zoning Board of Appeals (ZBA) Application

## 1. Identification

**Project Name** \_\_\_\_\_  
**Applicant Name** \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Email Address \_\_\_\_\_  
Interest in the Property (e.g. fee simple, land option, etc.) \_\_\_\_\_

**Property Owner** (if other than applicant) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
Email Address \_\_\_\_\_

## 2. Property Information

Property Street Address \_\_\_\_\_  
Permanent Parcel Number \_\_\_\_\_  
Legal Description of Property  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District \_\_\_\_\_  
Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_  
Current Use(s) \_\_\_\_\_  
Zoning District of Adjacent Properties to the:  
North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

## 3. Prior Requests. Have you ever requested ZBA relief for this property?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please provide the following information:  
Application No. \_\_\_\_\_ Date of Hearing \_\_\_\_\_  
Relief Requested \_\_\_\_\_  
Result \_\_\_\_\_  
\_\_\_\_\_



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**4. Application Procedure.** The following checklist includes all documents required for the City Clerk to declare the application complete and begin the ZBA process:

- Prehearing Conference.** The applicant shall contact the City Clerk for the purpose of scheduling a prehearing conference prior to the scheduling of a hearing, if requested by the applicant.
- Plot Plan.** In accordance with Section 24-259 of the City of Bloomfield Hills Zoning Ordinance.
- Application Form and Fees.** A completed application form and an application fee. (Please refer to Application and Permit Fee Schedule.)
- Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land.
- Copies.** Twenty-one (21) folded copies of plans that comply with the above criteria to the City Clerk twenty-eight (28) days prior to the ZBA meeting. Fifteen (15) sets of the plans shall be 11" x 17" and the remaining six (6) plans shall be 24" x 36".
- CD.** Electronic versions of the overall site plan, building elevation drawings, landscape plan, and any other applicable sheets of the site plan submittal shall be provided in PDF format on a CD.

I, \_\_\_\_\_ (applicant),  
do hereby swear that the information given herein is true and correct.

Signature of Applicant	Date	Printed Name of Applicant
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Signature of Property Owner (if different)	Date	Printed Name of Property Owner (if different)
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I, \_\_\_\_\_ (property owner), hereby give permission for City of Bloomfield Hills officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

FOR CITY USE ONLY: Application No. _____
Applicant Name: _____
Received By: _____
Date: _____ Time: _____



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**5. Type of Request.** Please check the type of request you are applying for. If you are uncertain which request you are applying for, consult Chapter 24 Zoning, Article VI Zoning Board of Appeals or contact LSL Planning, the City’s Planning Consultant.

Request Type (place a checkmark by all applicable requests)		Complete Additional Application Section
<input type="checkbox"/>	<b>Dimensional Variance</b>	<b>6.</b>
<input type="checkbox"/>	<b>Use Variance</b>	<b>7.</b>
<input type="checkbox"/>	<b>Appeal</b> from any order, requirement, decision or determination made by the Building Official, any administrative official or administrative body where it is alleged that there was an <b>ERROR OR MISINTERPRETATION</b>	<b>8.</b>
<input type="checkbox"/>	<b>Uses Requiring ZBA Approval</b>	<b>9.</b>

Please describe your request, in general:

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**6. Criteria for DIMENSIONAL Variances.** The ZBA may grant a dimensional or non-use variance only upon a finding that a **practical difficulty** exists. Please respond to the following statements. The applicant must demonstrate all of the following criteria in order to obtain a variance:

**a. Exceptional Circumstances.** Is the need for a variance due to exceptional or extraordinary circumstances or conditions peculiar to the property and not generally applicable in the area or to other properties in the same zoning district such as:

1. exceptional narrowness, shallowness or shape of a specific property;
2. exceptional topographic conditions;
3. any other physical situation on the land, building or structure deemed by the zoning board of appeals to be extraordinary; or,
4. development characteristics of land immediately adjoining the property in question that creates an exceptional constraint.

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**b. Substantial Justice.** How would a variance do substantial justice to the applicant as well as to other property owners in the district?

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Would a lesser variance than the requested give substantial relief to the applicant and/or be more consistent with justice to other properties? **If not, please explain why.**

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**c. Not Self-Created.** Have the special conditions and circumstances relating to the variance request resulted from the actions of the applicant or the applicant's immediate predecessor?

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**d. Public Safety and Welfare.** Will the granting of the variance create a substantial detriment to adjacent properties or materially impair the intent and purpose of this ordinance or compromise the public safety and welfare?

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**7. Criteria for USE Variances.** The ZBA may grant a use variance only upon a finding that an **unnecessary hardship** exists. A use variance permits a use that is otherwise not provided for in the existing zoning district. Please respond to the following statements. In addition to the information required for other variance requests, a use variance request shall include a plot plan drawn to scale detailing the specific use and improvements proposed by the applicant, and the applicant must demonstrate all of the following criteria in order to obtain a variance:

**a. Unreasonable Current Zoning Designation.** Describe how the property cannot be reasonably used for any purpose permitted in the zoning district without the variance.

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**b. Unique Circumstances.** Describe the unique circumstances peculiar to the property that exist which are not generally applicable in the area or to other properties in the same zoning district.

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**c. Character of the Area.** Will granting of the variance alter the essential character of the area? Take into consideration the established type and pattern of land uses in the area as well as the natural characteristics of the site and surrounding area when evaluating these criteria.

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**d. Not Self-Created.** Have the special conditions and circumstances relating to the variance request resulted from the actions of the applicant or the applicant’s predecessors or are they self-created? Explain.

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**9. Uses Requiring ZBA Approval.** All uses as listed in any district requiring ZBA 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 the district in which it is situated and will not be detrimental to the orderly development of the district in which it is situated and will not be detrimental to the orderly development of adjacent districts. The ZBA appeals shall give consideration to the following:

- a. The location and size of the use;
- b. The nature and intensity of the operations involved in or conducted in connection with it;
- c. Its size, layout and its relation to pedestrian and vehicular traffic to and from the use;
- d. The assembly of persons in connection with it will not be hazardous to the neighborhood or be incongruous therewith or conflict with normal traffic of the neighborhood;
- e. Taking into account among other things, convenient routes of pedestrian traffic, particularly of children;
- f. Vehicular turning movements in relation to routes of traffic flow, relation to street intersections, site distance and the general character and intensity of development of the neighborhood;
- g. The location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping of the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;
- h. The nature, location, size and site layout of the uses shall be such that it will be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping habits, convenience of access by prospective patrons, the physical and economic relationship of 1 type of use to another and characteristic;
- i. The location, size, intensity and site layout of the use shall be such that its operation will not be objectionable to nearby dwellings, by reason of noise, fumes or flash of lights to a greater degree than is normal with respect to the proximity of commercial to residential uses, nor interfere with an adequate supply of light and air, nor increase the danger of fire or otherwise endanger the public safety.