

## Board of Appeals Application

App # \_\_\_\_\_

Date Received \_\_\_\_\_

Application is hereby made to the:

 Housing Board of Appeals Zoning Board of Appeals Construction Board of Appeals Accommodations for Persons with Disabilities Variance Special Exception Conditional Use

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone #(s) of Applicant \_\_\_\_\_ Email Address \_\_\_\_\_

Address of property in question \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

Name and address of property owner (if different than applicant) \_\_\_\_\_

Present use of property/structure \_\_\_\_\_

Describe the nature of your request/appeal \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

The Board of Appeals (BOA) meets on the fourth Thursday of each month at 6:00 p.m. in the Council Chambers in City Hall, 270 S. River Avenue. You should verify the date, time, and place of the meeting by contacting Community & Neighborhood Services at (616) 355-1330 or [cns@cityofholland.com](mailto:cns@cityofholland.com).

The deadline for filing applications for the Board of Appeals is 21 days prior to the meeting and 30 days for a Conditional Use. Strict compliance with these deadlines is necessary for CNS Staff to give the required notices and obtain any necessary input from other departments.

Fully completed the application, attachments, and included the filing fee of \$75.00 for residential properties, (1-4 units), \$200.00 for non-residential and commercial properties, or \$1,100.00 for personal wireless service towers.

**Incomplete or illegible applications may be rejected by staff, tabled by the Board, or denied.**

**Housing Board of Appeals**

\_\_\_ Variance                                  \_\_\_ Code Interpretation  
\_\_\_ Extension of Time                      \_\_\_ Other

What section of the code does this request refer? \_\_\_\_\_

\_\_\_\_\_

Present use of structure/property \_\_\_\_\_

\_\_\_\_\_

- I reviewed this application with a zoning administrator on \_\_\_\_\_.
- I declined to review this application with a zoning administrator.
- I give permission for the Board members and City staff to enter onto my property to view for this request.

**Requirements:**

1. You are **required** to include a site/plot plan with your application. The plans must be drawn to scale. The plans must show:

- a. Lot boundaries and dimensions and any adjoining streets;
- b. The location of all existing and proposed structures;
- c. The distance between structures and lot lines or other structures; and
- d. The directional marker for North
- e. You may use a mortgage survey for your site/plot plan if all existing and proposed structures are drawn on it and any additional drawings which applicant feels may be important.

2. If you propose to alter a building or structure, you must attach a floor plan showing all lot lines, the foundation footprint of existing and proposed buildings or structures, and any other existing or proposed improvements on the property.

3. Provide:

- a) Two (2) legible copies of the fully completed application, and attachments.
- b) Two (2) copies of a site/plot plan.

**Housing Board of Appeals**

**Please complete the following questions and make sure your application is complete. Attach additional pages if necessary.** (Some items may not be applicable to your situation. These may be marked as N/A.)

1. What are the practical difficulties or hardships which could prevent following strict application of the code? Are there physical peculiarities of the structure or premises that would not allow the required changes?

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2. The intent of the Housing-Property Maintenance Code is to protect the health, safety, and welfare of the occupants and of the public. Is there an alternative to the requirement of the code that you might implement to fulfill the intent of the code?

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3. How are the occupants affected by this code section?

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4. How does this application affect the neighborhood or have impact on surrounding homes?

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