

## 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 complete 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.**

**Zoning Board of Appeals**

\_\_\_ Variance      \_\_\_ Special Exception      \_\_\_ Use      \_\_\_ Non-Use  
\_\_\_ Flag Lot (Divide Property)      \_\_\_ Conditional Use      \_\_\_ Other

Zone District \_\_\_\_\_

I am applying based on section(s) and section \_\_\_\_\_ of the Zoning Ordinance. (List all section numbers that apply to your request.)

Has there been a previous request or appeal involving the existing structure or property? \_\_\_\_\_

Date of prior request/appeal: \_\_\_\_\_

Nature of prior request/appeal: \_\_\_\_\_

- 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 construct or enlarge a building or structure, you must attach a survey showing all lot lines, the foundation footprint of existing and proposed buildings or structures, and any other existing or proposed improvements on the property. If your roof or other projections extend more than 3 feet beyond the foundation footprint, the survey must show the roof print or projections. If the BOA grants your request, you will be required to supply an updated survey showing the buildings or structure and other improvements "as built".

3. Provide:

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

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**Zoning Board of Appeals**

**If you are applying for a Use Variance, you must complete this form.** The BOA may not grant a use variance unless you demonstrate that you suffer from undue hardship. In order for the Board to make a determination, please complete responses to the following:

1. Explain why your property cannot reasonably be used for uses allowed in the zoning district where your property is located.

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2. What unique circumstances or conditions apply to your property that requires a variance, such as narrowness, shallowness, shape, water, or topography? Also, explain why your need for a variance is not due to your personal or economic hardship.

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3. Explain why the proposed use of your property will not alter the essential character of the neighborhood.

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4. Is your need for a variance self-created, i.e. the result of actions by the current or previous property owner?

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**Zoning Board of Appeals**

**If you are applying for any variance that is a Non-Use Variance<sup>1</sup>, you must complete this form.** The BOA may not grant a non-use variance unless you demonstrate that you suffer from practical difficulties. To help the Board determine whether you suffer from practical difficulties, please answer all of the following:

1. Explain why the requested variance is due to the unique circumstances or conditions of your property, such as narrowness, shallowness, shape, water, or topography and is not due to your personal or economic difficulty.

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2. Explain why your need for a variance is not self-created, i.e. not the results of actions by the current or previous property owner.

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3. Why will strict compliance with regulations governing area, setback, frontage, height, bulk, density, or other dimensional requirements unreasonably prevent you from using your property for a permitted purpose, or will strict compliance make conformity with those regulations unnecessarily burdensome?

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4. Explain why the variance that you requested is the minimum relief necessary to do substantial justice to both you and the other property owners in the district.

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5. Explain why the variance will not cause an adverse impact on surrounding property(s), property values, or the use and enjoyment of property in the neighborhood or zoning district.

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<sup>1</sup> A non-use variance generally seeks permission to deviate from dimensions imposed by the zoning ordinance or similar requirements where the underlying use is permitted under the zoning ordinance.

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