



City of Orchard Lake Village  
 3955 Orchard Lake Rd  
 Orchard Lake, MI 48323  
 Ph: (248) 682-2400 Fax: (248) 682-1308

**CITY OF ORCHARD LAKE  
 VILLAGE  
 ZONING BOARD OF APPEALS  
 APPLICATION  
 DIMENSIONAL NONUSE VARIANCES  
 ONLY**

I (We) the undersigned do hereby make application to the Zoning Board of Appeals of the City of Orchard Lake Village for a hearing on the following described matter:

**(PLEASE PRINT)**

1. Property Owner \_\_\_\_\_  
   Last                                First                                Middle Int.
  
- Co-Owner \_\_\_\_\_  
   Last                                First                                Middle Int.
  
2. Address \_\_\_\_\_  
   Street                                City                                Zip                                Phone
  
3. Ownership \_\_\_\_\_  
   Deed Holder                                Land Contract
  
4. Parcel ID# \_\_\_\_\_

**NOTICE TO APPLICANT:**  
 If you are requesting a non-use dimensional variance, you must establish all of the following criteria:

- NONUSE (DIMENSIONAL) VARIANCES**
- Practical Difficulty**
- Unique circumstances applying to the property
  - Preservation of a substantial property right
  - Not adversely affect adjacent properties
  - Not materially impair the intent and purpose of the Zoning Ordinance
  - Need for the variance was not self-created

Please initial after you have reviewed the criteria. \_\_\_\_\_  

**Initial by Applicant**

Describe the proposed variance or other action that is being requested \_\_\_\_\_

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*Please be advised that the Zoning board of Appeals can only grant a variance where an unusual circumstance of the property in question leads to practical difficulties for the particular property owner. A greater return (bigger structure, more profit, etc.) is not sufficient grounds for a variance. The ZBA has no power to legislate or create new regulations; its purpose is to provide some relief from the Zoning Ordinance depending on the unique circumstances of the property.*

The Zoning Board of Appeals may grant a variance from the dimensional requirements (i.e. height, setback, bulk) of the Zoning Ordinance upon finding that practical difficulties exist. An applicant must demonstrate that ALL of the statements below are TRUE.

Provide a written response to each of the questions below. Additional information may be provided on separate sheets if the space on this form is inadequate.

1. Describe the circumstances unique to the subject property that are not found on other properties in the area or other properties in the same zoning district. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Describe how the variance will provide substantial preservation of a property right to the applicant/property owner and other property owners. \_\_\_\_\_  
\_\_\_\_\_  
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3. Explain why the variance will not adversely affect adjacent property owners.  
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\_\_\_\_\_
  
4. Explain why the variance will not materially impair the intent and purpose of the Zoning Ordinance.  
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\_\_\_\_\_
  
5. Describe how the problem and the need for the variance is not self-created by the applicant/property owner or the previous property owner? How did the problem come about?  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Endorsement: The undersigned applicant agrees to the following items:**

- A. The applicant hereby grants permission to members of the Zoning Board of Appeals, City staff, and City consultants to enter the subject property for inspection in connection with this application.
- B. Arguments to the Zoning Board of Appeals regarding any application should be presented only to the entire board, in writing and at a meeting. Contacts and conversations with individual ZBA members outside of a meeting are inappropriate and the applicant should not seek to contact ZBA members individually, If the applicant has a question or wishes to convey any comments in addition to those in this application, these should be directed to the Director of City Services (DCS) or the City Clerk.
- C. All information contained herein and attached is true and accurate to the best of my knowledge. I acknowledge that the Zoning Board of Appeals will not consider my application or request unless all the information in this application and the Zoning Ordinance have been submitted. I further acknowledge that the City and its employees shall not be held liable for any claims that may arise as a result of acceptance, processing, or approval of this request for variance.
- D. An application must be received at least twenty five (25) days prior to the next meeting date of the Zoning Board of Appeals in order to be placed on that agenda. All supporting documents necessary for proper notification of properties within 1,000 feet must be submitted at this time.
- E. The DCS is authorized to determine the adequacy of supporting material for the ZBA members to be able to properly understand the details of the request. The DCS may in his/her judgment request further information, drawings or photographs so that ZBA members can adequately understand the issues.
- F. Drawings must be to scale and must have sufficient fidelity and clarity so that ZBA members have an unambiguous image of the object(s) drawn.
- G. Placement on the ZBA agenda may be delayed if the DCS does not have the required materials so that the members of the ZBA receive the material ten days prior to the meeting.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**OFFICE USE ONLY**

**APPLICATION DATE:** \_\_\_\_\_

**FEE AMOUNT PAID:** \_\_\_\_\_      **DATE PAID:** \_\_\_\_\_      **RECEIPT #** \_\_\_\_\_