



Zoning Variance Application

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay the processing of your request. Fifteen (15) copies of all drawings, maps, photographs, or other special attachments are required.

APPLICANT INFORMATION

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

PROJECT ARCHITECT/ENGINEER/CONSULTANT

Name: _____

Company: _____

Position/Title: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

PROJECT INFORMATION

Address: _____

Property Tax I.D. #: _____

Current Use: _____

Proposed Use: _____

Use of Adjacent Properties: _____

Current Zoning: _____ Proposed Zoning: _____

Zoning of Adjacent Properties: _____

Total Area of Site: _____

Anticipated Construction Start Date: _____



Zoning Application

BRIEF DESCRIPTION OF REQUEST

Please describe your request in complete detail. Feel free to add additional pages and/or drawings, maps, photographs of the site, and other documentation that may be helpful to the Board of Zoning Appeals as they consider your request. If you are requesting a dimensional variance, you must include a basic site plan drawing showing the location of your property lines, existing and proposed buildings, existing and proposed easements, building setbacks and heights, and other information necessary to adequately and accurately depict the nature of your request. To be eligible for a variance, your project must meet the standards set forth in Chapter 1288 of the Zoning Code. **Please refer to the Zoning Code for these standards. Your application should fully and completely address these standards to be considered.**

VARIANCE(S) REQUESTED (IF REQUESTING A VARIANCE) (MAXIMUM OF 3 VARIANCES PER FILE):

1. _____
2. _____
3. _____

APPLICANT CERTIFICATION: By signature(s) affixed hereto, I (we) certify that the information contained in this application and accompanying documentation is, to the best of my (our) knowledge, true, accurate, and complete. Furthermore, I (we) hereby authorize the City of Highland Park and its officials, agents, and representatives to enter the property associated with this application for the purpose of conducting necessary site reviews and investigations.

Signature of Applicant: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____



Zoning Application

OFFICE USE ONLY	
<input type="checkbox"/> Date Application Received: _____	<input type="checkbox"/> Expedited Review
<input type="checkbox"/> Name of Intake Professional: _____	<input type="checkbox"/> Application Requires Public Hearing? Date: _____
Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Paid: \$ _____	<input type="checkbox"/> Receipt Issued
<input type="checkbox"/> Preliminary Agenda Date: _____	<input type="checkbox"/> Income Tax Filing Status Reviewed: <input type="checkbox"/> Check if not applicable
<input type="checkbox"/> Applicant Has Current Business License: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Planning Commission Final Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Action Date: _____
<input type="checkbox"/> BZA Final Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Action Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Action Date: _____
<input type="checkbox"/> Conditions Placed on Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____ _____ _____	

WATER DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for water assessments or other property maintenance charges.

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

TAX & ASSESSMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, other property maintenance charges

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

COMMUNITY & ECONOMIC DEVELOPMENT CERTIFICATION

Comments: PACKAGE READY FOR DEPARTMENTAL REVIEW

Signature: _____ Printed Name: _____ Date: _____

City of Highland Park
 Community Economic Development
 12050 Woodward Avenue
 Highland Park, MI 48203



Contact Information
 cclyburn@highlandparkmi.gov
 (313) 252-0050

Zoning Application

ZONING APPLICATION FEE SCHEDULE

Service Description	Planning Services Fee
Board of Zoning Appeals	
Appeal from Administrative Action or Ruling	\$750.00
Use or Dimensional Variance Request	\$750.00
Request for Zoning Code Interpretation	\$750.00
Site Plan Review	
Site Plan Review	\$1,000.00
Special Land Use Permits	
Special Land Use Review	\$1,000.00 + 20.00 per acre or fraction thereof
Special Land Use Review with Site Plan Review	\$1,000.00
Zoning Ordinance Text/Rezoning or Map Amendment Hearing	
	\$1,000.00 + \$20.00 per acre or fraction thereof
Planned Unit Development (PUD)	\$1,000.00 + (Site Plan Fee) + (Condominium Review Fee) If Applicable
Preliminary Plat – Tentative Review	\$1,000.00
Preliminary Plat – Final Review	\$800.00
Final Plat	\$600.00
Master Deed or By-Laws	\$500 per document
Zoning Compliance Permits	
Lot Split/Combination	\$250.00 + \$40.00 per Lot
Non-Residential Site Improvements	\$325.00
Single Family Home	\$250.00
All Other (Residential Fences, Accessory Structures, Etc.)	\$175.00
Alley or Street Vacations	\$600.00 + \$35.00 per Abutting Lot
Signs	\$350.00 per sign + \$150.00 for each additional sign on the same site
Fences	\$185.00
Other Reviews	\$500.00 deposit – Hourly rates vary
Revisions – each additional technical review	0.6 x regular fee
Expedited Review	1.5 x regular fee