



VILLAGE OF KENT CITY

**APPLICATION TO BOARD OF ZONING APPEALS**

**ZONING VARIANCE**

**General Information:** The Village of Kent City Zoning Ordinance divides the village into districts. Each district has certain uses that are permitted in the district. The ordinance also establishes the regulations which each use must comply with and the procedure used to review new development or changes to existing uses.

**Before the Board of Zoning Appeals can grant a variance from the uses or regulations required by the Zoning Ordinance, the property must meet all applicable standards described in Ordinance, Section 18.08. These standards are described within this application (see Variance Justification) and each is followed by a question or an explanation request relating directly to the standard. The answers and explanations, along with other information that you provide, will help the Board determine if a variance can be granted to the property.**

**Application:** This packet contains all of the information necessary for you to apply for a variance. Please read the detailed instructions on the next page carefully, and then complete the attached forms. **All answers must be printed legibly in ink or typed.**

An application must be complete (including the filing fee) and returned to:

Village of Kent City  
Zoning Administrator  
200 S Main Street  
P.O. Box 296  
Kent City, MI 49330

Phone: (616) 678-7232  
Email: [vkc.zoning@kentcitymi.org](mailto:vkc.zoning@kentcitymi.org)

**P.O. Box 296, 200 S Main Street, Kent City, MI 49330 • Phone (616)678-7232 •**

## ZONING VARIANCE APPLICATION

### **DETAILED INSTRUCTIONS:**

**Please read and follow these instructions carefully.**

In order to review your request, the members of the Board of Zoning Appeals and the general public need to have information about your request. An incomplete application will not be accepted and may delay the proposed project. Please submit all of the following information:

1. A dimensioned **Site Plan** showing any existing or proposed buildings or additions and their existing or proposed setback from the property lines. See the “Site Plan” section of this application for more information.
1. A dimensioned **floor plan** describing the existing and proposed layout and functions of each area is required for requests involving a use variance.
2. Scaled drawings or dimensioned photographs of all existing and proposed **signs** on the property (if requesting a variance regarding signage).
3. Scaled or dimensioned drawings of all **proposed buildings or additions**.
4. A **brief history** of the property. This does not need to be extensive, but should include past uses of the building, previous variances granted (if known), and other relevant information.
5. For **multiple-family residential** structures or projects, a summary showing the existing and proposed number of dwelling units, by type (one-bedroom, two-bedroom, townhouse, etc.).
6. **Filing fee: \$150.00**. Checks must be payable to the Village of Kent City.
7. A written description of the **proposed use**. This should describe the nature of the use or business, hours of operation, number of employees, size and number of commercial vehicles to be used and other relevant information.
8. If you need additional room to answer any question, attach additional sheets. On each sheet, identify the question number you referring to.

### **HELPFUL INFORMATION:**

In addition to the required information, the following may be helpful to the Board in understanding your request:

1. Photographs of the land or structure that show the special conditions or circumstances described in the application.
2. Photographs / maps that show how other properties in your area enjoy the same type of property rights you are asking for.
3. Letters of support from the neighboring property owners that would be most affected by your request.
4. See the “Notes” at the end of this application for more helpful information.

ZONING VARIANCE APPLICATION

**PROJECT & PROPERTY INFORMATION**

1. Property Location & Description:

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

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

(obtain from Zoning Administrator)

Lot Size: Front width: \_\_\_\_ ft. Depth: \_\_\_\_ ft. Area: \_\_\_\_\_ (sq.ft. or acres).

Rectangular lot: \_\_\_\_ Irregular lot: \_\_\_\_ Triangular lot: \_\_\_\_

Legal Description: (may be found on a property survey)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current use of property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Project Information & Description:

Summary: This project proposes the following: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Construction of a new building    | <input type="checkbox"/> Use of property in a manner not permitted in the zone district |
| <input type="checkbox"/> Expansion of an existing building |   |
| <input type="checkbox"/> Construction of new parking area  |   |
| <input type="checkbox"/> Expansion of a parking area       | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> To erect new signs                | _____   |
| <input type="checkbox"/> Demolish an existing building     | _____   |

State exactly what is intended to be done on, or with the property, or which otherwise necessitates a variance from the requirements of the Zoning Ordinance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ZONING VARIANCE APPLICATION

### **SITE PLAN**

A site plan is a map of the property showing existing conditions and proposed changes. Sample site plans are available from the Village Office.

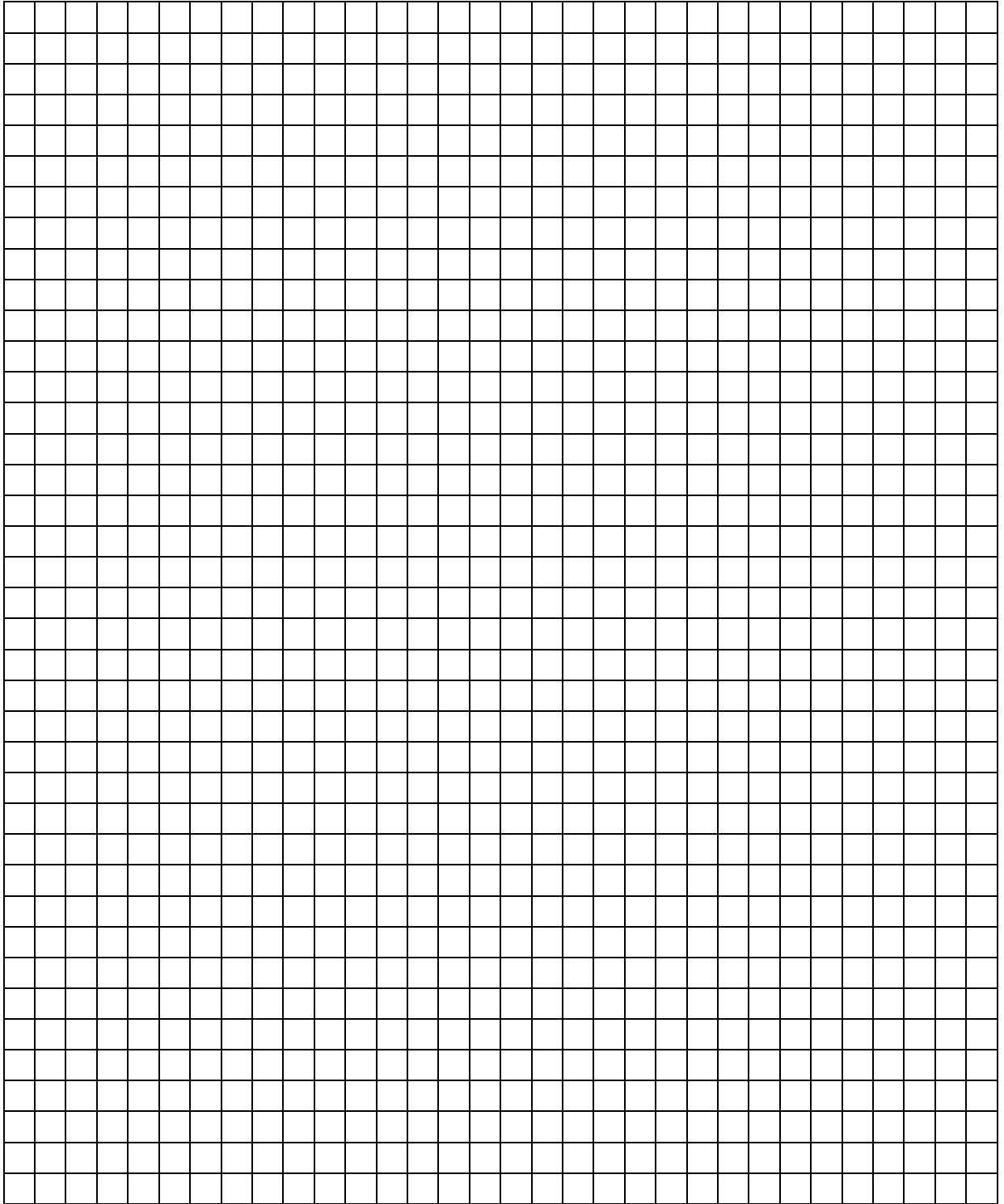
New residential, commercial, industrial, institutional buildings, building additions, and parking lots require a professionally drawn site plan, drawn to scale.

Residential additions and requests involving the reuse of existing buildings may submit hand-drawn plans, but these must be accurately dimensioned or scaled. It is recommended that the site plan be based on an accurate property survey. The graph paper provided may be used to submit a hand-drawn site plan.

**On an 8 ½" X 11" piece of plain white paper, graph paper, or the property survey, show the following:**

1. The dimensions of each property line (in feet).
2. The dimensions (in feet) from each existing building and each proposed building, or addition, to each property line.
3. The location, width, and length of existing and proposed driveways.
4. The number, location, and width and length of all on-site parking spaces and the existing or proposed setback to adjacent property lines.
5. The location, dimensions, and setback of existing and proposed signs. (Note: A separate Sign Permit is required for new signs.)
6. The location of other existing and proposed improvements such as fencing, landscaping, exterior lighting, etc.

# SITE PLAN



Indicate direction of north with an arrow in the circle. One square equals \_\_\_\_\_ feet.

ZONING VARIANCE APPLICATION

**VARIANCE JUSTIFICATION**

Section 18.08 indicates that no variance in the provisions or requirements of the Ordinance shall be authorized by the Board unless the Board makes findings, based upon competent material and substantial evidence on the whole record:

- (a) That special conditions or circumstances exist which are peculiar to the land, structures, or buildings involved and which are not applicable to other lands, structures, or buildings in the same zoning district.

**What are the special conditions or circumstances that are peculiar to the land, structures, or buildings?**

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- (b) That literal interpretation of the provisions of this Ordinance would deprive the applicant of property rights commonly enjoyed by other properties in the same zoning district.

**What other properties in the same zoning district enjoy the same property rights that you are requesting?**

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- (c) That the authorizing of such variance will not be of substantial detriment to adjacent or nearby lands, structures or buildings, and will not be contrary to the spirit and purpose of this Ordinance.

**Explain why granting of the variance will not be of substantial detriment to the nearby lands, structures or buildings, and will not be contrary to the spirit and purpose of the Zoning Ordinance:**

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(continued)

ZONING VARIANCE APPLICATION

**VARIANCE JUSTIFICATION** (continued)

- (d) That the special circumstances or conditions referred to in subsection (a) do not result from the actions of the applicant.

**Explain why the special circumstances or conditions described in subsection (a) do not result from the actions of the applicant:**

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For a Use Variance request, the following standard must also be met:

- (e) That the enforcement of the literal requirements of this Ordinance would cause an unnecessary hardship.

Explain why enforcement of the literal requirements of the Zoning Ordinance would cause unnecessary hardship:

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**Please list any other comments in support of the variance request:**

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ZONING VARIANCE APPLICATION

**APPLICANT INFORMATION**

**Applicant.**

1. Identify the person or organization requesting the variance:

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Organization: \_\_\_\_\_ Other phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Applicant Interest.**

2. Identify the Applicant's interest in the subject property:

Property owner

Land Contract Holder

Tenant or Lessee

Purchaser by option or purchase agreement

Other: \_\_\_\_\_

**Property Owner.**

3. Identify the person or organization that owns the subject property:

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Organization: \_\_\_\_\_ Other phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Agent.**

4. Identify any person representing the owner or applicant in the request:

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Organization: \_\_\_\_\_ Other phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

e-mail: \_\_\_\_\_



## ZONING VARIANCE APPLICATION

### NOTES

1. If you are the applicant, but not the property owner, you need to obtain permission from the owner to apply for the variance. A place is provided at the end of the application for the owner to read and sign.
2. The filing fee is not refundable. The fee is applied toward the cost of processing the appeal and notifying neighbors. As a service fee, no portion of it can be refunded should you choose to withdraw the application. Fees cannot be refunded in the event of a denial by the Board.
3. All meetings of the Board of Zoning Appeals are held at the Village Office – Meeting Room, 200 S Main Street, Kent City, MI unless you are otherwise informed. Please review a copy of the current BZA meeting schedule for meeting dates, times, and other information.
4. A sample site plan for a residential addition is available upon request.
5. Neighboring property owners will be invited to give their comments on the variance request. It is in your interest to contact them before the hearing to address any concerns they may have.
6. If the request is for a zoning variance pertaining to a sign or billboard, you must submit a complete inventory (list) of all existing signs on the property, indicating the dimensions and location of each sign. Photographs of signs are very helpful.
7. If you have any questions regarding the variance process, please contact the **Zoning Administrator** at **(616) 678-7232**, or by e-mail: [vkz.zoning@kentcitymi.org](mailto:vkz.zoning@kentcitymi.org)

(VillageFiles/Zoning/Applications/ZoningVarianceApplication.doc)