



City of Big Rapids
Community Development Department
Phone: (231) 592-4036
Website: www.cityofbr.org

Application to Zoning Board of Appeals
Use Variance Application

Meeting Information

The City of Big Rapids Zoning Board of Appeals meets as needed on the fourth Thursday of each month at 6:30 p.m. at City Hall, 226 N. Michigan Avenue, Big Rapids MI. Materials related to requests for Board action, including any required fees, must be filed with the Community Development Department. Questions may be directed to the Community Development Department at (231) 592-4036.

Filing Information

Filing Deadlines are established at 21 calendar days prior to the next scheduled board meeting.

The filing deadline is required to allow sufficient time for review of the application by staff, notices of public hearing to be mailed, and independent review by all members of the board. Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Zoning Administrator, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Process for Review

The application will be reviewed by Staff and the Board against the ordinance using Section 13.7 and Section 13.5 (both found attached). Non-use Variance requests will not be granted unless all conditions, as applicable, set forth in the City of Big Rapids Zoning Ordinance as amended are met. It is imperative that the applicant demonstrate to the Board that each of these conditions are met.

Notice of a public hearing is done by Staff to neighboring property owners within 300 feet and the local newspaper. At the public hearing comments either in favor or in opposition or any suggestions for modification will be taken prior to the board's decision. The applicant is advised to attend the meeting and be prepared to explain the request.

Application Date: _____

Name: _____

Address: _____

Phone Number: _____

Property Owner Name: _____

Address Needing Variance: _____

Parcel Number: _____

Property Owner Phone Number: _____

Variance Requested:



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Please submit all of the following information as attachments:

1. A legal description of the property in question.
2. A detailed sketch plan of the property indicating present conditions and areas where the proposed variance(s) will be utilized. As part of this plan list lot dimensions, property lines, building/structures sizes, and all natural features.
3. The proposed use of any new buildings/structures.
4. Eight (8) copies of all application materials.
5. Application fee of \$225.00

Please provide answers and/or evidence for each of the listed criteria below. This portion is how the board will make determinations regarding your request.

(1) That the property could not be reasonably used for the purposes permitted in that zone;

(2) That the appeal results from unique circumstances peculiar to the property and not from general neighborhood conditions;

(3) That the use requested by the variance would not alter the basic character of the area;

(4) That the alleged hardship has not been created by any person presently having an interest in the property;



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All information required for submission of an application as indicated on this application has been provided. I certify that I have read and do understand the procedures for the City of Big Rapids Zoning Board of Appeals requests.

Signature of applicant or property owner

BY APPLYING YOU GIVE CONSENT TO CITY STAFF PHOTOGRAPHING OR ACCESSING THE SITE/PROJECT IN QUESTION.