

**Instructions for Requests to the  
City of Frankenmuth  
Zoning Board of Appeals (ZBA)**

Please review the request form carefully. Some items will not apply to all requests. You must determine which items apply to your request and provide all required information. If you need help with the tax parcel number, type of zoning district or other information, please consult with the City Clerk.

You may also be required to provide additional information and photographs. Please review the Zoning Code sections (Chapter 51 of Title V) that apply to your request in order to determine if you must submit additional information. The City Code is available on the City of Frankenmuth Website at [www.frankenmuthcity.com](http://www.frankenmuthcity.com). Any additional information should be attached to your application. The Zoning Codes requires that the ZBA determine whether you meet certain requirements before it may grant your request. The ZBA cannot make its determination if you do not supply all required information.

You may also need to include a site/plot plan with your application. The plans should 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. a directional marker for North.

Note: It is the property owner's/agent's responsibility to determine the exact location of all property lines.

You may use a mortgage survey for your site/plot plan if all existing and proposed structures are drawn on it. Applicants may also attach any additional drawings which they feel may be important.

If you propose to construct or enlarge a building or structure, you should attach a survey or drawing 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 the ZBA grants your request, you may be required to supply an updated survey or drawing showing the buildings or structure and other improvements "as built."

Please file a complete copy of your request, the non-refundable fee, survey and all drawings or attachments with the City Clerk at least twenty-five (25) days prior to the ZBA meeting date.

Incomplete or illegible applications may be rejected by the Clerk, tabled by the ZBA, or denied.

The City Clerk's office is located at: Frankenmuth City & Township Government Center, 240 West Genesee Street, Frankenmuth, MI 48734-1398.