Housing Zoning Board of Appeals
Appeals Application
Applications Due: 1st Tuesday of every month.
There are no meetings in December.

Planning & Zoning
150 N. Main Street
Imlay City MI 48444

adminasst@imlaycity.org
810-724-2135

IMLAY City

Property Owner: _____ Phone: _____

Property Owner Address: _____ Email: _____

Renter Name (if applicable): _____

Phone: _____ Email: _____

Property ID (Parcel #): _____ Lot Size: _____

Parcel Address: _____ Current Zoning District:_____

Description of Request: _____

☐ **Written Description Reason for Request** (See back of application)

☐ **Plot Plan** (existing structures, propose use areas, general location proposed buildings and parking lot, surrounding properties)

Copies of Plot Plan: ☐ Digital Copy   ☐ 4 Hard Copies

☐ **A Legal Description of the Subject Property** (attached)

I do hereby swear that all statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file and act on behalf of all owners of the subject property. The undersigned deposes that foregoing statements, answers, and accompanied information is true and correct.

Applicant Signature: _____ Date: _____

Are you the Legal Owner of Subject Property? ☐ Yes ☐ No

If no, have the property owner fill out and sign this portion of the application.

Name: _____ Signature: _____ Date:_____

By signing this application, I consent to City Officials coming onto the subject property to evaluate this application. I acknowledge that I am responsible for all cost incurred by the City in the processing of this application and may be billed in addition to the initial fee.

Official Use Only

Received By: _____ Received Date: _____ Case #: _____ Fee Paid: _____

Final Decision By: _____ Decision Date:_____

☐ Approved   ☐ Approved with Conditions   ☐ Denied

Conditions/Notes: _____

Applicant: _____ Applicant Address: _____

Written Description of Reason for Request: _____

_____

For the Rental Dwelling Unit Ordinance appeal of notice or order, please write how you meet all 4 standards.

1. The original decision was arbitrary or capricious; or

_____

_____

2. The original decision was based on an erroneous finding of a material fact; or

_____

_____

3. The original decision did constitute an abuse of discretion; or

_____

_____

4. The original decision was based on erroneous interpretation of the Rental Dwelling Code Ordinance.

_____

_____