

HOUSING BOARD OF APPEALS

VARIANCE APPLICATION

City of Imlay City
150 North Main Street
Imlay City, MI 48444
(810) 724-2135 Fax (810) 724-1861

**THIS APPLICATION SHALL BE FILED BY THE
LEGAL OWNER OF THE PROPERTY**

SUBMITTAL DATE	HOUSING BOARD OF APPEALS MEETING DATES
December 6, 2022	January 4, 2023 (Wednesday)
January 5, 2023	February 6, 2023
February 7, 2023	March 6, 2023
March 7, 2023	April 3, 2023
April 4, 2023	May 1, 2023
May 2, 2023	June 5, 2023
June 6, 2023	July 3, 2023
July 5, 2023	August 7, 2023
August 8, 2023	September 6, 2023 (Wednesday)
September 7, 2023	October 2, 2023
October 3, 2023	November 6, 2023
November 7, 2023	December 4, 2023
December 5, 2023	January 3, 2024 (Wednesday)

The Housing Board of Appeals meets on the 1st Monday of each month on an as needed basis. The meetings will begin at 6:00 P.M. unless otherwise noted and are held at Imlay City, 150 North Main Street.

Applications with payment of \$50.00 will be accepted for Housing Board of Appeals review until 4:00 P.M. on the submittal deadline date. Incomplete applications will be refused.

Fee Schedule

1. Site Plan Review (All Acreage Figures Are Rounded Up)

Multi-Family	\$405 plus \$4.00 per unit
Cluster Housing Development	\$440 plus \$7.00 per unit
Commercial, Office Service Dev.	\$520 plus \$45.00 per acre or fraction thereof
Mobile Home Park	\$520 plus \$4.00 per mobile home
Industrial Development	\$470 plus \$45.00 per acre or fraction thereof
Institutional & Public/Semi Dev.	\$430 plus \$45.00 per acre or fraction thereof
Sign Review (if separate from site plan)	\$250.00

The above fees are for all applications requiring site plan approval, an additional application is required if any of the above uses require Special or Conditional Land Use reviews and/or approval at a cost of \$415.00. The application fee shall be the higher of the two application fees.

Engineering, Planning or Legal Fees will be charged on an hourly basis beyond applicant fees.

A Deposit of \$10,000 may also be required before plans will be reviewed for these services.

2. Rezoning	\$450 plus \$5.00 per acre or fraction thereof
3. Variances	\$275 per variance
4. Subdivision Review (Plat Review)	
a.) Preliminary Plat Review	\$390.00 plus \$4.00 per lot
for Tentative Approval for Final Approval	\$285.00 plus \$2.00 per lot
5. Condominium Review	
a.) Preliminary Review	\$390.00 plus \$4.00 per lot
b.) Final Approval Review	\$285.00 plus \$2.00 per lot

Note: An additional fee of \$165.00 shall be charged for each review, which includes land development under the Michigan Condominium Act as amended for master deed review.

6. Special Meetings Fee	\$100.00 (The Board must agree to meet at that time or the fee will be refunded.)
7. Lot Splits Review	\$200.00 plus \$25.0 per resulting lot

Revised July 2014

CITY OF IMLAY CITY
HOUSING BOARD OF APPEALS
VARIANCE APPLICATION

**THIS APPLICATION SHALL BE
FILED BY THE LEGAL
OWNER OF THE PROPERTY**

To be completed by petitioner and returned to the City Office

1. **Petitioner Name** _____

2. **Location of Rental Property**
 Address _____
 Property Tax ID Number _____
 Cross Streets _____

3. **Property Owner** _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____
 Email: _____

4. **Property Information**
 Zoning District _____ Frontage _____ Width _____

5. **Appeals Request** (must separately complete each section of the rental ordinance that the variance applies to)

 Reason for the Variance Request:

 1) **Section of Rental Ordinance** _____
 Ordinance requires _____
 Request made _____

 2) **Section of Rental Ordinance** _____
 Ordinance requires _____
 Request made _____

3) Section of Rental Ordinance _____
Ordinance requires _____
Request made _____
Ordinance requires _____

4) Section of Rental Ordinance _____
Ordinance requires _____
Request made _____
Ordinance requires _____

5) Section of Rental Ordinance _____
Ordinance requires _____
Request made _____
Ordinance requires _____

6. **Conditions for an Area Variance**

- Describe the special conditions and circumstances that exist which are peculiar to land, structure, or building involved.

- Describe the special conditions and circumstances that exist which are not generally applicable to the lands, structures, or buildings in the same district.

- Have the special conditions and circumstances relating to the variance request resulted from the actions of the applicant?

- How would the literal interpretation of the provisions of the Ordinance deprive the applicant of the rights commonly enjoyed by the other properties in the same district, under the terms of the ordinance?

- Will the variance be injurious to the neighborhood or otherwise detrimental to the general welfare?

- Is the variance the minimum variance that will make possible the reasonable use of the land, building, or structure?

- Are the spirit, purpose, and intent of the Ordinance being observed, and the public safety secured?

7. Conditions for a Use Variance

- Describe how the property cannot be reasonably used for any purpose permitted in the area without the variance. There must be financial proof of inability to realize any return.

- Describe the unique circumstance peculiar to the property that exists which are not generally applicable in the area or to the other properties in the same district.

- Have the special conditions and circumstances relating to the variance request resulted from the actions of the applicant or of the applicants' predecessors?

- Will the variance alter the essential character of the area?

The attached print is to be part of this petition and is drawn to scale. The plot plan shows the size of the lot or parcel in question, intended layout, and drawing dimensions.

I, _____ (applicant), do hereby swear that the above statements are true.

Signature of Applicant Date

Signature of Property Owner Date

I, _____ (property owner), hereby give permission for Imlay City, city officials, staff, and consultants to go on the property for which the above referenced petition is proposed for purposes of verifying information provided on the submitted application.