

ZONING BOARD OF APPEALS



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Pre-application meeting with Planning Department



Application Submission

1 copy of proof of ownership (deed or lease agreement)
11 copies of:
Application
Letter to Board
Sketch Plan
Pictures or any additional information which may help your case.



15 day waiting period (to allow notification of meeting)



Zoning Board of Appeals Meeting



Variance is Approved

Request for variance is postponed

Request for variance is denied.



Apply for proper permits

Request will be heard at the next regular scheduled meeting.

Application cannot be heard for a period of one year.

Zoning Board of Appeals

The Zoning Board of Appeals meets on the 2nd and last Wednesdays of each month, at 7 PM, in the City Council Chambers.

Your meeting will be scheduled to allow for notice to be sent to the surrounding properties (15 days prior to the meeting).

The Zoning Board of Appeals will review and hear comments to the proposed request at the public hearing. The applicant is scheduled to give their presentation of their proposed [request to the Board at this time](#). Zoning Board of Appeals will either approve, approve with modifications and/or conditions, deny, or table the proposed request. . If approved, the applicant may then pull the proper permits from the building department, as necessary.

No appeal which has been denied wholly or in part by the Zoning Board of Appeals shall be resubmitted for a period of one (1) year from the effective date of said order of denial, except on the grounds of new evidence or proof of a change in conditions found to be valid by the Zoning Board of Appeals.

Pre-application Conference

A potential applicant for Zoning Board of Appeals must request a pre-application meeting with the Planning Department, prior to filing an application. The purpose of this meeting is to provide the potential applicant with information and assistance regarding the application, procedures and requirements of the City, when applying to the Zoning Board of Appeals.

Submitting Your Application

1. Applications must be complete and notarized before submitting to the Planning Department. Incomplete applications will not be accepted. Deadline for applications is 12:00 noon three weeks prior to the regularly scheduled meeting. Deadline is firm. No exceptions are made.
2. Eleven (11) copies are required of each of the following:
 - Application
 - A letter addressing the Board stating your hardship of the property and any other relevant information as to why the Ordinance requirements cannot be met.
 - Site Plan/Survey (drawn to scale)
When submitting a site plan (which must be folded) or survey, please indicate all dimensions of the property, buildings, etc., and any other information necessary for the appeal. It is strongly recommended that a property survey be used. If you do not provide accurate information, your request will be tabled at the meeting.
 - Any other documentation you believe may help your appeal.

(One copy of proof of ownership is required)

Filing Fee: Residential Homeowner is \$100.00

Contractors representing Homeowners and Commercial or Industrial property is \$500.00 for the 1st variance/ \$250.00 for each additional variance.

Planning Department

**Lora Fell
Planning**

Director
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