



APPLICATION FOR ZONING BOARD OF APPEALS CITY OF STERLING HEIGHTS

This application and required plans, documents and other supportive information shall be submitted digitally to shplanning@sterlingheights.gov as required by the [City's Zoning Ordinance](#)

PLEASE ENTER ALL OF THE FOLLOWING INFORMATION

Please select variance request:

Dimensional Variance Use Variance Administrative Appeal Interpretation

Project / Property Attributes:

Proposed development name: _____

Parcel address: _____

Parcel Number(s): _____

Legal Description: Attached On Site Plan

The property is presently zoned: _____

If you have a question as to the current zoning of a property, click the link here [Zoning District Map](#)

Variance Request:

On the next page, please explain your hardship or practical difficulty for why you are requesting the variance. The application will not be accepted without this narrative.

Applicant requesting variance approval:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Applicant's basis of representation: _____

Property Owner Information:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____



City of Sterling Heights Office of Planning:
40555 Utica Road, P.O. Box 8009, Sterling Heights MI 48311



CITY OF **Sterling Heights** **PLANNING**

Please explain your reason (hardship or practical difficulty) as to why you're requesting this variance:



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Documents Submitted:

The following documents/plans must be submitted for all development projects within the City unless otherwise indicated by the City Planner.

- Site Plan (Nonresidential) Plot Plan (Residential)
- Building Elevations (if applicable)
- Landscape Plan (if applicable)
- PDF of All Submitted Materials
- Fees : [Fee Schedule](#)
- Verification of Ownership or Interest in Property
- Legal Identification (Driver's License, State ID or Passport)

Signature of Land Owner Print Name

Signature of Applicant(s) Print Name



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CONDITIONS OF APPROVAL

By signing below the property owner and applicant agree to the following conditions of approval (if granted) in addition to any other additional conditions placed on the approval by the City of Sterling Heights Zoning Board of Appeals.

- 1) That the decision of the Board will remain valid and in force as long as the facts and information presented to the Board in Public Hearing are found to be correct, and that the conditions upon which the motion is based are forever maintained as presented to the Board. The petitioner agrees to abide by and comply with all the ordinances of the City of Sterling Heights and the regulations of every lawful agency or governing authority now or hereafter in force;
- 2) Notice of the approval of the variance shall be delivered to the City Clerk's office within 60 days after the approval date of the applicable meeting minutes for recording with the Macomb County Register of Deeds. Failure to file this notice shall serve as grounds to revoke the variance;
- 3) A Hold Harmless Agreement, in favor of the City of Sterling Heights, shall be delivered to the City Clerk's office within 60 days after the approval date of the applicable meeting minutes for recording with the Macomb County Register of Deeds. Failure to follow this agreement shall serve as grounds to revoke the variance;

Signature of Land Owner Print Name

Signature of Applicant(s) Print Name

If you have any questions contact the City of Sterling Heights Office of Planning, 40555 Utica Road, P.O. Box 8009, Sterling Heights MI 48311-8009 / shplanning@sterlingheights.gov



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NON-USE VARIANCE STANDARDS QUESTIONNAIRE

A Non-Use Variance is a variance from any standard requirement of the ordinance such as deviation from area, setbacks, frontage, height, bulk, lot coverage, density, or other dimensional or construction standards. A non-use variance requires you to provide **practical difficulty**. The standards the Zoning Board of Appeals will use in determining whether a **practical difficulty** exists require you to provide responses to the following questions. Additional information may be attached.

1. Explain how strict compliance with the zoning ordinance prevents you from using your property for a permitted purpose or be unnecessarily burdensome.

2. Explain why your variance request is fair to you as well as to other property owners in the district.

3. Would a lesser variance than you are requesting allow you to use the property as desired?

4. Described the circumstances unique to the property which create the need for the variance.

5. Explain why the need for the requested variance is not self-created (due to the actions of the applicant, owner, or their predecessors).

6. Explain how the spirit of the ordinance will be observed, public safety and welfare secured, and substantial justice be done.

USE VARIANCE STANDARDS QUESTIONNAIRE

A Non-Use Variance is a variance from an ordinance requirement to authorize a land use which is not, otherwise, permitted by this ordinance in the district where the property is located upon. The Ordinance requires that you provide substantial, competent and material evidence that there is an **unnecessary hardship** in the way of carrying out the strict letter of this ordinance. The standards the Zoning Board of Appeals will use in determining whether an **unnecessary hardship** exists require you to provide a response to the following questions. Additional information may be attached.

1. Explain why the property cannot be reassembled used or cannot yield a reasonable return on a prudent investment if the property were to be used only for the purposes allowed in the zoning district where the property is located.
2. Describe the circumstances unique to the property which create the need for the variance and not to general neighborhood conditions.
3. Describe why the use for which you have requested a variance would not alter the essential character of the area in which the property is located.
4. Explain why the need for the requested variance is not self-created (due to the actions of the applicant, owner, or their predecessors).
5. Explain how the spirit of the ordinance will be observed, public safety and welfare secured, and substantial justice be done.