



## VARIANCE APPLICATION

City of Mt. Pleasant  
Building Safety Department  
320 W. Broadway Street  
Mt. Pleasant, MI 48858  
(989) 779-5347 ▪ Fax: (989) 773-6791  
[www.mt-pleasant.org](http://www.mt-pleasant.org)

OFFICE USE ONLY
Filing fee: \$250.00
Case #: _____
Submission Date: _____
Meeting Date: _____

### **Important Information to Applicants for Variance:**

The Zoning Board of Appeals may grant variances upon finding based on reasonable evidence that the variance will not be detrimental to adjacent property or the surrounding neighborhood and will not impair the intent and purpose of this chapter. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

### **COMPLETE APPLICATION REQUIRED**

The Variance Application will not be scheduled for review by the Zoning Board of Appeals until it has been verified that all required information has been provided with the application including the filing fee. **Incomplete applications may be returned.**

### **QUESTIONS**

If you have any questions, please **contact the Building Safety Department at (989) 779-5347 or [bkench@mt-pleasant.org](mailto:bkench@mt-pleasant.org)**. Additional information can also be found in the Building Safety Development section and the Zoning Board of Appeals section of the City's website at [www.mt-pleasant.org](http://www.mt-pleasant.org). The variance process is outlined in Section 154.164 of the City's Zoning Ordinance. Non-conforming lots and uses are outlined in Section 154.007 of the City's Zoning Ordinance. The Zoning Ordinance can be reviewed in the City Code section of the City's website.

Please type or print clearly:

I. APPLICANT INFORMATION			
Applicant:			
Address:	City:	State:	Zip:
Interest in property (owner, tenant, option, etc.):			
Contact Person:			
Telephone Number:	Fax Number:	E-mail Address:	

II. VARIANCE REQUESTED				
<input type="checkbox"/> Non-Use Variance (Refer to Page 3 of the Application)				
<input type="checkbox"/> Side Yard	<input type="checkbox"/> Front Yard	<input type="checkbox"/> Rear Yard	<input type="checkbox"/> Height	
<input type="checkbox"/> Lot Coverage	<input type="checkbox"/> Increased Signage	<input type="checkbox"/> Parking	<input type="checkbox"/> Other:	
<input type="checkbox"/> Use Variance (Refer to Page 4 of the Application)				
<input type="checkbox"/> Nonconforming Use (Refer to Page 5 of the Application)				

III. PROPERTY INFORMATION			
Property Address:	Zoning District:		
Legal Description (available from deed, City Assessor's Office, or City website – can be provided on separate sheet):			
Owner Name (if different than applicant):			
Address:	City:	State:	Zip:
Telephone Number:	Fax Number:	E-mail Address:	

VI. PROJECT DESCRIPTION
Please use this section to describe the use or uses being proposed. Attach additional pages, if necessary:
<b>Existing Site Conditions:</b>
Total Site Area: _____ acres or _____ sq. ft.
Existing Building Area: _____ sq. ft.      Number of Existing Buildings: _____
Number of Existing Residential Units: _____      Number of Existing Residential Occupants: _____
Will any existing buildings or portions of buildings be demolished for the proposed project? <input type="checkbox"/> Yes <input type="checkbox"/> No

If so, please state the total area to be demolished: \_\_\_\_\_ sq. ft.

**Proposed Site Conditions:**

New Building Area: \_\_\_\_\_ sq. ft.  
Total Building Area (existing + new): \_\_\_\_\_ sq. ft.  
Total Number of Buildings (existing + new): \_\_\_\_\_  
Total Number of Parking Spaces: \_\_\_\_\_  
Barrier-free Parking Spaces: \_\_\_\_\_

**Nonresidential Uses (Commercial, Office, Industrial, etc.):**

Total Floor Area: \_\_\_\_\_ sq. ft.                      Total Number of Employees: \_\_\_\_\_  
Proposed Hours of Operation: \_\_\_\_\_              Total Number of Shifts: \_\_\_\_\_  
\_\_\_\_\_                      Number of Employees in Peak Shift: \_\_\_\_\_

**Residential Uses (Apartments, Rooming/Boarding Dwellings, etc.):**

Total Number of Proposed (existing + new) Units: \_\_\_\_\_  
Total Number of Proposed (existing +new) Occupants: \_\_\_\_\_  
Maximum Number of Occupants per Unit: \_\_\_\_\_

Efficiency Units	Total Number Proposed: _____	Avg. Floor Area: _____
One-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Two-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Three-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Four-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Five-Bedroom Units	Total Number Proposed: _____	Avg. Floor Area: _____
Other Units _____	Total Number Proposed: _____	Avg. Floor Area: _____

**IV. APPLICANT CERTIFICATION**

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right of entry to City officials for the purpose of gathering information related to this application, and to verify compliance with the terms and conditions of any Site Plan approval issued as a result of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**V. OWNER AUTHORIZATION**

If the applicant is anyone other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf. (Authorization may be submitted via a separate signed letter)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR NON-USE VARIANCE OR DIMENSIONAL VARIANCE –  
PLEASE PROVIDE A WRITTEN RESPONSE TO CRITERIA 1-6 BELOW**

154.164 (B) To obtain a non-use or dimensional variance, the applicant must show practical difficulty by demonstrating that all of the following conditions exist:

(1) That there are exceptional or extraordinary circumstances or conditions applying to the property in question or to the intended use of the property that do not apply generally to other properties or classes or uses in the same zoning district; exceptional or extraordinary circumstances or conditions include:

- (a) Exceptional narrowness, shallowness or shape of a specific property on the effective date of this chapter;
- (b) Exceptional topographic conditions or other extraordinary situation on the land, building or structure; or
- (c) Exceptional use or development of the property immediately adjoining the property in question.

(2) That such a variance is necessary for the preservation and enjoyment of a substantial property right possessed by other properties in the same zoning district and in the vicinity.

(3) That the variance request is not one where the specific conditions pertaining to the property are so general or recurrent in nature as to make the formulation of a general regulation for such conditions reasonably practicable.

(4) That the authorizing of such variance will not be a substantial detriment to adjacent property.

(5) That authorizing of the variance will not materially impair the purposes of this chapter or the public interest.

(6) That the need for the variance is not created by any action of the applicant or previous owner.

**FOR USE VARIANCE REQUESTS ONLY –  
PLEASE PROVIDE A WRITTEN RESPONSE TO CRITERIA 1-5 BELOW**

154.164 (C) The Zoning Board of Appeals shall not consider any requests for use variances unless a request to rezone or conditionally rezone the property has been denied within the past calendar year.

To obtain a use variance, the applicant must show that literal enforcement of the requirements of this chapter would cause undue hardships to the applicant because:

(1) The property cannot be used for purposes permitted in that zone;

(2) The problem arises because of the property's unique circumstances rather than general neighborhood conditions;

(3) The use variance will not change the essential character of the area;

(4) The problem is not self-created;

(5) The use or development of property immediately adjoining the property in question is not adversely affected due to increase in traffic, noise, odor, vibration, etc.

**FINDING ON A NONCONFORMING USE- 154.054 - M-2 District**

Applicant is requesting a finding on a nonconforming use in accordance with section 154.007 to redevelop an existing dwelling in the M-2, Multiple Family District. The applicant shall provide a detailed site plan in accordance with the zoning ordinance, elevation drawings for the proposed building, photos of the existing building and a copy of the applicant's lease agreement to demonstrate how nuisance issues will be addressed.

Proposed Dwelling Type:	<input type="checkbox"/> Rooming Dwelling <input type="checkbox"/> Registered Student Organization Dwelling (RSO)
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154.054 (g) The Zoning Board of Appeals shall have the authority to modify ordinance requirements to permit the development of a nonconforming lot, or redevelopment of a nonconforming use or building. Specifically, in granting approval for the project the Zoning Board of Appeals may do the following:

1. Reduce dimensional zoning requirements such as setback and lot coverage and development requirements such as minimum parking space requirements and permit additional dwelling units provided the overall occupancy complies with subsection 2. *Please describe any dimensional zoning variances requested.*
  
2. Permit up to two additional occupants over the maximum permitted by land area. Occupant limits per unit shall still apply.

Lot Area (sq ft):	Current Licensed Occupancy:
Base Occupancy Permitted (1:900 sq ft):	Requested New Occupancy:

154.054 (h) In evaluating the proposal for approval the Zoning Board of Appeals shall modify zoning requirements in the manner requested if:

1. The redevelopment markedly decreases the number and extent of nonconformities. Reductions to nonconformities can include improving setbacks, increasing parking and complying with pavement and location requirements, and increase in building area per occupant. *Please list all existing non-conformities reduced or eliminated by the proposed development.*
  
2. The redevelopment improves the building and aesthetics and maintains the appearance of a single family dwelling, taking into consideration the shape, location and architectural details of homes in the neighborhood. *Please describe the proposed architecture and its relationship with existing homes in the neighborhood. Full elevations are required – please attach.*
  
3. The redevelopment improves the site aesthetics including such elements as foundation planting, site landscaping and decorative fencing as well as the preservation of existing, healthy and non-invasive trees. *Please describe the planned landscaping (both new and retained) and attach a landscape plan.*
  
4. The redevelopment improves the site's layout and function of the property with regard to issues including trash disposal and the elimination of front yard parking. *Please describe the proposed site improvements related to layout and function.*