

**CHARTER TOWNSHIP OF REDFORD  
ZONING BOARD OF APPEALS**

Appeals may be filed by a property owner for variance, modification or adjustment of the requirements of Zoning Ordinance 152 (N).

<b>Application Fees:</b>	Residential:	\$300.00	Postponement Fee:	\$150.00
	Commercial/Industrial:	\$500.00	Special Meeting Fee:	\$500.00
	Public Notice Fee:	\$ 50.00		

**Rules of Procedures:**

1. Regular ZBA meetings, which are open to the public, shall be held on the second and fourth Wednesdays of the month at 7:00 p.m., in the Redford Township Hall Board Room, located at 15145 Beech Daly Rd. provided there are pending appeals.
2. The Zoning Board of Appeals consists of Five (5) Members. Three members are required for a quorum. In the event of a meeting with three (3) members present, the vote must be unanimous for approval.
3. All applications for appeals shall be submitted to the Building Department on or before 3 weeks prior to the next regular meeting of the ZBA.
4. The application submitted must be complete. The Building Official may require the applicant to provide additional information as is deemed essential to fully advise the Board in reference to the appeal.
5. If the applicant is not the property owner, a letter of authorization from the owner must be submitted (see attached).
6. The applicant must provide a statement that clearly sets forth all special conditions that may have contributed to a practical difficulty that is preventing a reasonable use of property.
7. The Board does not have the authority to grant use variances.
8. All property owners and occupants within 300 feet of the subject property will be given written notice of a hearing by Redford Township.
9. Failure of the applicant or representative to appear for the appeal hearing without notice will result in the appeal being denied. If notice of inability to appear is received within 24 hours before the scheduled hearing date, the applicant will have to re-apply subject to a postponement fee.
10. Any petition request may be granted as requested, granted with conditions, modified, tabled or denied.
11. Whenever any variation or modification of the Zoning Ordinance is authorized by the ZBA, a building/zoning permit must be obtained within six (6) months of the approval date.
12. If a building/zoning permit is not obtained within 6 months, the variance will become null and void.
13. Any decision of the ZBA favorable to the applicant is tied to the plans submitted, including any modifications approved by the Board at the hearing and agreed to by the applicant and shall remain valid only as long as the information or data provided by the application is found to be correct and the conditions upon which the resolution was based are maintained.
14. The decision of the Board is made at the time of the hearing. The decision of the board is final and may only be appealed through Circuit Court.
15. All correspondence and notices regarding the application will be transmitted to the petitioner.

I certify that I have read and understand the above rules of procedure for the Charter Township Zoning Board of Appeals.

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Signature of Applicant

Printed Name

Date



**APPLICATION FOR  
ZONING BOARD OF APPEALS HEARING**

Charter Township of Redford  
12200 Beech Daly Rd.  
Redford Twp. MI 48239  
Phone: 313.387.2680  
[www.redfordtwp.com](http://www.redfordtwp.com)

ZBA Case #:	_____
Total Fee	_____
Date Received	_____
ZBA Meeting Date	_____
Approved	____ With Conditions ____
Denied	_____

**APPLICATION Fee:**

Residential:	\$300.00
Commercial/Industrial:	\$500.00
Public Notice Fee:	\$ 50.00
Postponement Fee	\$150.00
Special Meeting Fee:	\$500.00

**NOTE:** Your application will not be accepted and processed without the following:

1. Application must be filled out completely and signed by the property owner. The signature must be notarized. If applicant is not owner, a letter of authorization from owner is required. Proof of Ownership is required.
2. A copy of the property owner's driver's license
3. A copy of a survey of the property showing exact measurements and location of what you are proposed. NOTE: You are responsible for submitting a copy with this application, even if you previously submitted a copy to the building dept. In addition if you are submitting a copy larger than 11" x 17", you must provide eight (8) copies:
4. Photograph(s) of the location.
5. Signed acknowledgment of the ZBA's Rules of Procedure
6. Application fee: cash or check/money order payable to "Charter Township of Redford."



Charter Township of Redford

APPEAL NO. \_\_\_\_\_

DATE FILED \_\_\_\_\_

# APPLICATION FOR APPEAL

CHARTER TOWNSHIP OF REDFORD, ZONING BOARD OF APPEALS, 12200 BEECH DALY RD., REDFORD 48239

APPLICANT STREET ADDRESS ZIP CODE HOME PHONE BUSINESS PHONE

PROPERTY OWNER STREET ADDRESS ZIP CODE HOME PHONE BUSINESS PHONE

LESSEE STREET ADDRESS ZIP CODE HOME PHONE BUSINESS PHONE

BUILDER'S NAME BUILDER'S LICENSE NO. BUSINESS PHONE

LOCATION: SIDE OF STREET N.S.E.W. ADDRESS

BETWEEN ST. AND ST.

LOT NUMBER(S) SUBDIVISION

LOT SIZE FT. WIDE, BY FT. DEEP

DESCRIBE EXISTING STRUCTURE

DESCRIBE PROPOSED STRUCTURE

GIVE DATE PROPERTY WAS ACQUIRED AND TYPE OF OWNERSHIP

STATE REASONS UPON WHICH THIS APPLICATION FOR APPEAL IS BASED (A SEPARATE LETTER MAY BE ATTACHED).

(TO BE FILLED OUT BY BUILDING DEPARTMENT)

WHAT PARTICULAR SECTION OF THE ZONING ORDINANCE IS CLAIMED AS THE BASIS FOR THIS APPEAL?

## OWNER'S AFFIDAVIT

STATE OF MICHIGAN)
COUNTY OF WAYNE )

THE UNDERSIGNED BEING DULY SWORN, DEPOSES AND SAYS THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN CONTAINED AND ACCOMPANIED INFORMATION AND DATA ARE IN ALL RESPECTS TRUE AND CORRECT.

SUBSCRIBED AND SWORN TO BEFORE ME

PROPERTY OWNER'S SIGNATURE

This Day of , 2

Notary Public, County, Michigan
Acting in the County of:
My Commission Expires: