

**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."

APPLICANT:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone City State Zip

\_\_\_\_\_  
Email Interest in Property

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

OWNER:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone City State Zip

\_\_\_\_\_  
Email Signature Date

Date Property was acquired  
and type of Ownership\_\_\_\_\_

**Provide Proof of Ownership. If applicant information is different from Property Owner, a letter of authorization that is notarized must be submitted with this application (Attached is a LOA for your use).**

PROPERTY INFORMATION:

Property Street Address \_\_\_\_\_

Parcel Tax ID Number \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot Nos. \_\_\_\_\_

The property location for which approval is requested: (circle one) N S E W

Side of \_\_\_\_\_ Rd. between \_\_\_\_\_ and \_\_\_\_\_.

Parcel Size: Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Zoning Designation \_\_\_\_\_ Current Use (s) \_\_\_\_\_

Zoning District of Adjacent Properties to the:

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Structures: Existing Proposed  
Number of building on site \_\_\_\_\_

Describe Existing Structure \_\_\_\_\_  
\_\_\_\_\_

Describe Proposed Structure \_\_\_\_\_  
\_\_\_\_\_

State the reason for the appeal. What are you attempting to do and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appeal Guidelines:

The following guidelines, among others, may be considered in determining the validity of each variance request:

- The proposed variance involves practical difficulties
- The proposed variance involves exceptional and unique circumstances
- The proposed variance will not impair the adequate supply of light and air to adjacent property owners nor increase congestion in public streets
- The proposed variance will not increase the hazard of fire or flooding nor endanger public safety
- The proposed variance will not unreasonably diminish or impair established property values within the surrounding area
- The proposed variance will not confer on the applicant any special privilege that is denied by this article to other lands, structures or buildings in the same district.
- The proposed variance will not alter the essential character of the neighborhood or otherwise be detrimental to the public interest.

(TO BE FILLED OUT BY BUILDING DEPARTMENT)

Article(s) and Sections (s) of the ordinance being appealed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OWNER'S AFFIDAVIT:

By signing this application, the petitioner is indicating that all information contained in this application is complete and accurate to the best of his/her knowledge, and gives permission for Redford Township officials, staff and consultants to inspect the property for the purpose of verifying information relative to the request.

\_\_\_\_\_  
Petitioner's Signature/Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Property Owners' Signature  
(If different than petitioner)

\_\_\_\_\_  
Print Name

State of Michigan)

County of Wayne)

Subscribed and sworn to before me

This _____ Day of _____, 2____
_____
Notary Public _____ County, MI
Acting in the County of: _____
My Commission Expires _____



Charter Township of Redford  
Zoning Board of Appeals  
12200 Beech Daly Rd.  
Redford Township MI 48239

## LETTER OF AUTHORIZATION

Date \_\_\_\_\_

I, \_\_\_\_\_, have reviewed the proposed project regarding  
(Printed Property Owner Name)

my property located at \_\_\_\_\_ in the Charter Township of Redford, Michigan  
(Street Number & Name)

and authorize \_\_\_\_\_ to represent me at the ZBA meeting  
(Representative's Name) regarding this project.

If you have any questions, please contact me at \_\_\_\_\_  
(Phone #).

Owner's Signature \_\_\_\_\_

Print name \_\_\_\_\_

Subscribed and sworn before me:

This _____ Day of _____, 2_____  _____  Notary Public _____ County, MI  Acting in the County of: _____  My Commission Expires _____
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