

Return to:  
City Hall  
Community Development Office  
300 W. Baraga Ave  
Marquette, MI 49855



## CITY OF MARQUETTE BOARD OF ZONING APPEALS VARIANCE APPLICATION

### CITY STAFF USE

Parcel ID#: \_\_\_\_\_ File #: \_\_\_\_\_  
Receipt/INV #: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by and date: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_ Application Deadline (including all support material): \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE VARIANCE REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!**

### FEE SCHEDULE

1 or 2 Family Residential Units	\$552
Commercial and all others	\$601

**If you have any questions please call 228-0425 or e-mail [alanders@mqcty.org](mailto:alanders@mqcty.org). Please refer to [www.mqcty.org](http://www.mqcty.org) to find the following information:**

Board of Zoning Appeals page for filing deadline and meeting schedule  
Excerpts from the City Zoning Ordinance

- [Section 80.64.4 Variances](#)
- [Section 80.60 Administrative Standards](#)
- [Section 80.40](#) for setback information
- [Section 80.42](#) for off street parking requirements

### APPLICANT CONTACT INFORMATION

#### PROPERTY OWNER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

**\*\*APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING\*\***

#### APPLICANT/OWNERS REPRESENTATIVE

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

**\*\*APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING\*\***

### SURVEYOR

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**\* A current survey (location sketch), prepared by a licensed surveyor and showing all existing and proposed construction must be submitted at least 22 calendar days prior to all public hearings involving dimensional variances.**

**VARIANCES REQUESTED**

- Fence
- Signage
- Parking (location, # of spaces, screening)
- Zoning (building size, placement, etc.)
  - Size/lot coverage \_\_\_\_\_
  - Placement/Setbacks \_\_\_\_\_
  - Height \_\_\_\_\_
- Other \_\_\_\_\_

**PROPERTY INFORMATION**

Location (Street Address): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Total area of site: \_\_\_\_\_

Sq. ft. of Existing Building(s): \_\_\_\_\_

Sq. ft. of Proposed Building(s): \_\_\_\_\_

Number of floors: \_\_\_\_\_ Proposed Height: \_\_\_\_\_

**SETBACKS**

	Please circle the appropriate direction	REQUIRED <i>Please fill in the distance</i>	PROVIDED/ PROPOSED <i>Please fill in the distance</i>
FRONT	N S E W		
SIDE 1	N S E W		
SIDE 2	N S E W		
REAR	N S E W		

**EXISTING/PROPOSED USE  
(Check all that apply)**

- Residential (# of units \_\_\_\_\_)
- Office
- Retail
- Personal Services
- Institutional
- Automotive Services
- Outdoor Services/Sales
- Food & Beverage
- Warehousing (storage) Service
- Assembly
- Outdoor Storage (describe) \_\_\_\_\_
- Public Use (describe) \_\_\_\_\_

**Multifamily and non-residential development must undergo a formal site plan review - See Section 80.62 of the Marquette City Zoning Ordinance**

**PRACTICAL DIFFICULTY**

- Unique circumstances applying to the property.
- Not adversely affecting adjacent properties.
- Need for variance was not self-created.
- Variance is the minimum necessary.
- Not general or recurrent nature.
- Will not alter the essential character of the area.

State law authorizes the Board of Zoning Appeals upon finding that there are practical difficulties in carrying out the letter of the law, to grant a variance. The Board of Zoning Appeals may impose conditions upon affirmative decisions. Any person having interest affected by the Board may appeals a decision to the Circuit Court within 30 days.

**DESCRIPTION OF PROJECT**

Specify proposed building style and materials, ultimate ownership, proposed timeline for work, etc. (Use another sheet of paper if necessary). Sketches showing facades, rooflines, window and door placement, etc are encouraged but need not be professionally drawn - photos of similar construction may also be submitted.

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**NO WORK - INCLUDING EARTHWORK CAN COMMENCE UNTIL THE CLASS A DESIGNATION IS OBTAINED AND A ZONING COMPLIANCE PERMIT IS ISSUED.**

**SEC 80.64.B(1)**

The Board of Zoning Appeals shall make a finding that the requirements of Sec. 80.64.4.B(1) have been met by the applicant for a variance.

(1) Written application for a variance must be submitted demonstrating:

- a. That special conditions exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.

**Petitioner's Response:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.

**Petitioner's Response:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. That special conditions and circumstances do not result from the actions of the applicant.

**Petitioner's Response:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district.

**Petitioner's Response:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- e. That no non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

**Petitioner's Response:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SIGNATURE

I hereby certify the following:

1. I am the legal owner of the property for which this application is being submitted.
2. I desire to apply for the variance indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
3. The requested variance would not violate any deed restrictions attached the property involved in the request.
4. I have read Section 80.64 of the Zoning Ordinance and understand the necessary conditions that must be completed; and I have read Section 80.60 Administrative Standards and understand the consideration that will be given in making a decision on this petition.
5. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that is does not assure approval of the plan.
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date for a public hearing before the Board of Zoning Appeals that may not necessarily be the next scheduled meeting due to notification requirements and Board of Zoning Appeals Bylaws.
7. I acknowledge that this form is not in itself an approval of the variance but only an application for a variance and is valid only with procurement of applicable approvals.
8. I authorize City Staff and the Board of Zoning Appeals members to inspect the site.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_