



Township Use Only
 Petition #: _____
 Date: _____
 Fee Paid: _____
 Tax ID #: _____

Sign Variance Application

Application Fees	
Publication*	\$100
Residential	\$100
Non-Residential	\$200
Special Meeting	\$1,000

*Publication fee is required for all applications

Property Address for Request	Zoning District

Petitioner		
Name: _____		
Address: _____		
City/State/Zip: _____		
Phone: _____	Fax: _____	Email: _____

Property Owner		
Name: _____		
Address: _____		
City/State/Zip: _____		
Phone: _____	Fax: _____	Email: _____

Request/Sign Ordinance Section Citation

Application Signature

All correspondence and notices regarding the application will be transmitted to the petitioner. 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 Northville Township officials, staff and consultants to inspect the property for the purpose of verifying information relative to the request. If the applicant is not the property owner, written authorization from the property owner is required.

Legal Owner: _____
(Signature / Date) (Print Name)

Project Representative: _____
(Signature / Date) (Print Name)

THE PETITIONER MUST DEMONSTRATE THAT THE FOLLOWING CONDITIONS EXIST:

This section MUST be completed.

1. That the alleged hardships or practical difficulties, or both, are exceptional and peculiar to the property and result from conditions which do not generally exist throughout the Township.

2. That the alleged hardships or practical difficulties, or both, which will result from a failure to grant the variance, include substantially more than mere inconvenience, or inability to attain a higher financial return.

3. That the variance would provide substantial justice being done, considering the public benefits intended to be secured by this ordinance, the individual hardships that will be suffered by a failure of the ZBA to grant a variance, and the rights of others whose property would be affected by the allowance of the variance. The variance will not be contrary to the public purpose and general intent of this ordinance.

SIGN VARIANCE APPLICATION

The Charter Township of Northville

Meeting Information

1. All meetings begin at 7:00 P.M., unless otherwise noted, and are held at Northville Township Municipal Offices.
2. The following items must be submitted to the Planning Department by the submittal date identified on the ZBA meeting and deadline schedule as posted on the website (the applicant may call our office at (248) 348-5830 for the information):
 - Application
 - Proof of ownership (deed, title, etc.)
 - Ten (10) copies of a sketch, drawn to scale. The sketch must be a minimum of 8 ½" x 11" and indicate the property dimensions, setbacks, existing and proposed structures within 50 feet of the property, and all other notable information such as easements, septic fields, floodplains, water courses, etc.
 - Letter from the Building Department stating denial of Building Permit application, if applicable

Review Process

1. Township staff will prepare a notice for publication in the newspaper and will mail notifications to the applicant and property owners located within 300 feet of the property in which the request is located.
2. All Zoning Board of Appeals applications are reviewed by Township staff and provided to the Zoning Board of Appeals members prior to the scheduled meeting.
3. Staff reviews will be provided to the petitioner three days prior to the scheduled meeting.

Meeting Procedures

1. The petitioner shall appear on his/her own behalf, or by representation, at the Zoning Board of Appeals meeting. Failure to do so will result in the petition being tabled. Petitioner is responsible for covering any fees associated with rescheduling the meeting.
2. The meeting format will be as follows:
 - Introduction of the petition by the Township
 - Petitioner presentation
 - Public hearing
 - Deliberation
 - Motion
 - Vote (Approval of the Variance requires four votes)
3. Zoning Board of Appeals members shall have the authority to grant a lesser variance than requested upon finding justice shall be served. In addition, the ZBA may require conditions related to the site, operation and/or use to mitigate the impact of any variance.

Approval and Permits

1. If the petition is granted and all conditions are met, a building permit may be requested on the next business day following the ZBA meeting.
2. Approval of the variance is valid for one (1) year, and the application for a building permit or zoning/compliance permit must be submitted within this period.