



Village of Mayville
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 Mayville, MI 48744
 989.843.6423 Phone
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 www.villageofmayville.org
 Zoning@villageofmayville.org

Mayville Planning Commission Variance Application Form

PLEASE CHECK ONE OF THE FOLLOWING FOR THE VARIANCE REQUEST APPLICATION:

- | | |
|--|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Use variance |
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Dimensional Variance |
| <input type="checkbox"/> Village of Mayville | <input type="checkbox"/> Conceptual Review |

APPLICANT / AGENT* _____ **PHONE NUMBER** _____

MAILING ADDRESS _____

E-MAIL _____ **FAX** _____

OWNER _____ **PHONE NUMBER** _____

MAILING ADDRESS _____

E-MAIL _____ **FAX** _____

***All Village correspondence will be with the applicant/agent only**

LOT INFORMATION

PARCEL ID # _____ TAX ID # _____

PROPERTY ADDRESS LEGAL DESCRIPTION _____

LOT _____ BLOCK _____ SUBDIVISION _____

SECTION _____ TOWNSHIP _____ RANGE _____ ACRES _____

CURRENT ZONING _____

VARIANCE INFORMATION

Please read the variance review criteria on the following page, before you complete the description and justification information below. Each request for a variance shall be consistent with the adopted variance review criteria.

DESCRIPTION OF REQUESTED VARIANCE _____

JUSTIFICATION OF REQUESTED VARIANCE _____

CONCEPTUAL REVIEW

Have we answered all your questions? _____

Is there anything else we can help you with? _____

Variance review criteria. The Zoning Administrator, Planning Commission, ZBA or Village Council shall be permitted to approve, approve with conditions or deny a request for a variance. Each request for a variance shall be consistent with the following criteria:

1. Limitations on the use of the property due to physical, topographical and geologic features.
2. The grant of the variance will not grant any special privilege to the property owner.
3. The applicant can demonstrate that without a variance there can be no reasonable use of the property.
4. The grant of the variance is not based solely on economic reasons.
5. The necessity for the variance was not created by the property owner.
6. The variance requested is the minimum variance necessary to allow reasonable use of the property.
7. The grant of the variance will not be injurious to the public health, safety or welfare.
8. The property subject to the variance request possesses one or more unique characteristics generally not applicable to similarly situated properties.

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. THE GRANTING OF THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE OR LOCAL LAW.

Signature of Applicant / Agent Date

Signature of Owner / Date

OFFICE USE ONLY BELOW THIS LINE

APPLICATION REVIEW

- Application Complete
- Fees Paid
- Submit to Zoning Administrator for consideration and recommendation
- Submit to ZBA for consideration and recommendation
- Submit to the Planning & Zoning Commission for consideration and recommendation
- Set hearing date with Village Council
- Mail certified letters to neighboring property owners within 300 feet, 10 days prior to hearing date
- Conduct hearing with Village Council
- Scan documents to address file

ZONING ADMINISTRATOR Meeting Date _____ Action _____

Notes: _____

PLANNING & ZONING COMMISSION Meeting Date _____ Action _____

Notes: _____

ZBA Meeting Date _____ Action _____

Notes: _____

VILLAGE COUNCIL Meeting Date _____ Action _____

Notes: _____

Application Fee \$ _____ Date Paid _____ Cash/MO#/Check# _____ Receipt # _____