



**Village of Mayville**  
6104 Fulton Street, Suite A  
PO Box 219  
Mayville, MI 48744  
989.843.6423 Phone  
989.843.0123 Fax  
[www.villageofmayville.org](http://www.villageofmayville.org)

<p><b>OFFICE USE ONLY</b> <b>Filing fee: \$350.00</b> <b>Case #:</b> _____ <b>Submission Date:</b> _____ <b>Meeting Date:</b> _____</p>
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## **APPEALS APPLICATION**

Village of Mayville  
Zoning Ordinance Enforcement Officer  
6104 Fulton Street  
Mayville, MI 48744  
810.614.2189  
[www.zoning@villageofmayville.org](mailto:www.zoning@villageofmayville.org)

### **Important Information to Persons Appealing:**

#### **ROLE OF THE ZONING BOARD OF APPEALS**

A supplemental guide to the appeals process is attached to this form. It outlines the role of the Zoning Board of Appeals in considering decisions made by the Planning Commission or Zoning Administrator under both, Village of Mayville Ordinances and state law.

#### **COMPLETE APPEAL REQUIRED**

Appeals will not be scheduled for review by the Zoning Board of Appeals until it has been verified that all required information has been provided with the appeal including the filing fee. Incomplete appeals may be returned.

#### **QUESTIONS**

If you have any questions, please contact the Zoning Administrator at 810.614.2189 or [zoning@villageofmayville.org](mailto:zoning@villageofmayville.org). The appeals process is outlined in Section 21.04 of the Village of Mayville Zoning Ordinances. The Zoning Ordinance can be reviewed online at [www.villageofmayville.org/planning](http://www.villageofmayville.org/planning).

**Please type or print clearly:**

<b>I. APPEALING PARTY INFORMATION</b> – <i>If the appealing party owns or leases multiple properties in the village, please list the address that is most relevant to the appeal being filed.</i>			
<b>Appealing Party:</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Interest in property (owner, tenant, option, etc. if applicable):</b>			
<b>Contact Person (if other than appealing party):</b>			
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-mail Address:</b>	

II. TYPE OF APPEAL	Describe the decision being appealed (zoning permit, special use permit, site plan review)		
	Case Number	Date of Hearing	
<input type="checkbox"/> <b>Planning Commission</b>			
<input type="checkbox"/> <b>Zoning Administrator</b>			
<input type="checkbox"/> <b>Other</b>			
<input type="checkbox"/> <b>Other</b>			

<b>III. PROPERTY AT ISSUE IN APPEAL</b> – <i>If the decision being appealed pertains to multiple properties, please attach additional pages. This section does not need to be completed if this information was provided to the Village of Mayville in a prior application (i.e. the application for the decision being appealed).</i>			
<b>Property Address:</b>			
<b>Legal Description (available from deed, Assessor’s Office, or Village website – can be provided on separate sheet):</b>			
<b>Owner Name (if different than applicant):</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-mail Address:</b>	

**IV. AGGRIEVED PARTY** – *There is no need to complete this section if the appealing party is the same person who submitted the original application that was denied by the Planning Commission, Zoning Administrator, or other village official administering the Zoning Ordinance.*

**In the space provided below or on an attached document, please provide evidence that the decision being appealed will cause substantial damage to your property that is not common to other property owners similarly situated.**

**V. GROUNDS FOR APPEAL**

**Please specifically state the grounds for the appeal in a manner that explains why the decision being appealed was in error. If additional space is needed, you may attach additional pages.**

**VI. APPEALING PARTY CERTIFICATION**

**By execution of this appeal, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the undersigned represents that he/she is authorized and does hereby grant a right of entry to Village officials for the purpose of gathering information related to this application, and to verify compliance with the terms and conditions of any Site Plan approval issued as a result of this application.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Guidance for Appealing Administrative Decisions to the Zoning Board of Appeals

This document provides a general overview the process for appealing a decision of the Village of Mayville Planning Commission to the Zoning Board of Appeals (“ZBA”). It is not intended as legal advice. Applicants may consult with their own attorneys or planning consultants regarding the applicable state law and ordinance provisions

1. **Appeals to the ZBA.** Any person aggrieved by a decision of the Planning Commission, Zoning Administrator, or any other village official administering the zoning ordinance may appeal the decision to the ZBA. Applications must be received by the Village within 30 days of the decision being appealed.
2. **Contents of Appeal.** An appeal must include the following information:
  - a. Appealing party’s contact information.
  - b. The nature of the decision being appealed.
  - c. An explanation of why the applicant is “aggrieved” by the decision being appealed. If the initial decision was the denial of a zoning application, the person who filed the zoning application is always considered “aggrieved” and need not provide further explanation.
  - d. The grounds for the appeal. That is, the appeal must explain why the initial decision was wrong.
  - e. The appealing party’s signature, which: (i) represents that the information in the application is true and accurate, and (ii) grants the Village a right-of-entry to the applicant’s property if needed to learn more about the appeal or verify compliance with conditions of site plan approval.

The Village has issued a standard appeal form that includes space for all the required information. The form is available Village of Mayville Office and on the website at the following address: <http://www.villageofmayville.org>

3. **Filing the Application.** Applications may be delivered or mailed to the following address, along with an application fee of \$350:  
Village of Mayville  
6104 Fulton Street PO Box 219  
Mayville, MI 48744
4. **Grounds for Appeal – Discussion of Applicable Criteria.** In stating the grounds for the appeal, reference should be made to the information provided to the Planning Commission, or Zoning Administrator whose decision is being appealed. You should discuss the criteria in the Zoning Ordinance that the initial decision maker applied (or should have applied). The following list includes some of the more commonly applicable criteria for zoning decisions. Notably, when appealing a decision regarding a special use permit, you should discuss the general criteria *and* any applicable specific criteria:
  - a. Site Plan Review Criteria – Zoning Ordinance § 14.02
  - b. General Criteria for Special Land Use Permits & Special Use Permits – Zoning Ordinance § 20.0
  - c. Specific Criteria for Planned Unit Development – Zoning Ordinance § 15.13
5. **Grounds for Appeal – Possible Arguments.** The ZBA generally reviews only the information available to the initial decision maker, and does not consider new information that is provided for the first time in the appeal. You may argue that the initial decision overlooked, misinterpreted, failed to properly consider or otherwise drew incorrect conclusions from the information that was available. You may also argue that there was not enough information to support the decision that was made. As noted above, you should attempt to relate your arguments to the criteria that the zoning ordinance requires to be used in making the decision you are appealing. Copies of the Zoning Ordinance are available in the Clerk’s Office and online at: [www.villageofmayville.org/planning](http://www.villageofmayville.org/planning).
6. **Submission of New Information on Appeal.** The ZBA generally reviews appeals based only on the application for appeal and the record from the initial decision maker. However, the ZBA will consider new information that was not presented to the initial decision maker for purposes of determining whether you are “aggrieved.” In very limited circumstances, the ZBA might also determine that it is appropriate for the initial decision maker to reconsider a decision based on new evidence that *could not have been presented earlier*. This might occur in the following circumstances:

- a. The appeal is from a decision that was made without a public hearing, and the appealing party did not have the opportunity to present evidence that might have resulted in a different decision; or
  - b. Relevant facts (*e.g.*, facts relating to conditions on the property at issue) have changed since the time when the initial decision was made, and those facts might have resulted in a different decision.
7. **ZBA Hearing Procedures.** Upon receiving an appeal, the ZBA sets a hearing and notifies all property owners within 300 feet of the subject site. At the hearing, the appealing party may appear and speak in favor of appeal. The owner, occupant or other person in interest in the property will then be given a chance to speak. The general public will also be given opportunity to comment. Comments should pertain to the information in the record on appeal.
8. **ZBA Decision Standards.**
  - a. **Standard of Review.** The standard of review for the appeal is the “substantial evidence test.” Under this standard, the ZBA must uphold the initial decision if there is enough evidence in the record to reasonably support it. Accordingly, the ZBA may not substitute its own judgment for the judgment of the initial decision maker, but will instead review the record to ensure that the decision maker reasonably exercised its discretion. In other words, if there are two reasonable ways to view the evidence in the record, the ZBA will uphold a decision that reflects one of the two reasonable possibilities. The ZBA will only reverse a decision that is based on an unreasonable view of the evidence or an erroneous interpretation of the Zoning Ordinance.
  - b. **Ordinance as Written.** The ZBA must apply the Zoning Ordinance as written, even if the members of the ZBA would prefer it provided otherwise. The ZBA must also recognize that State law provides that if the information provided show the criteria in the zoning ordinance have been met, the Village is *legally required* to issue certain types of permits, such as special use permits and site plan approvals.