



Planning Division  
South Troy Street  
203 Royal Oak, MI 48067  
248.246.3280

Applications to the Planning Commission and Zoning Board of Appeals may also be filed using the city's BS&A on-line portal at the following link:

[https://bsaonline.com/Account/LogOn?ReturnUrl=%2fCD\\_PzeProcessApplication%2fApplyForPzeProcess&uid=1652](https://bsaonline.com/Account/LogOn?ReturnUrl=%2fCD_PzeProcessApplication%2fApplyForPzeProcess&uid=1652)

<b>Application for Planning Commission &amp; Zoning Board of Appeals</b>							
<b>Property Address &amp; Parcel I.D. Number(s)</b>							
	Property or Street Address						
	Parcel I.D. Number(s)						
<b>Project Description</b>							
	Does the project involve an SMD, SDD, or other liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<b>Applicant</b> <i>(Must have legal interest in the property)</i>	Name:						
	Firm:						
	Address:						
	City:			State:		Zip:	
	Phone:			E-Mail:			
	<input type="checkbox"/> Own the property						
	<input type="checkbox"/> Lease the property		If so, what is term of lease?		Years:		w/ option? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)						
	<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)						
	<b>Primary Contact</b> <input type="checkbox"/> Same as Applicant	Name:					
Firm:							
Address:							
City:				State:		Zip:	
Phone:				E-Mail:			
Relationship to Applicant: (e.g., architect, attorney, contractor, etc.)							
<b>Property Owner</b> <input type="checkbox"/> Same as Applicant	Name:						
	Firm:						
	Address:						
	City:			State:		Zip:	
	Phone:			E-Mail:			
	Property Owner Signature (if other than applicant)						

<b>Signature</b>		<b>Fees (see notes below)</b>	
X _____		<b>Planning Commission</b>	
<b>Signature of Applicant</b>		<input type="checkbox"/> Site Plan Review <b>\$ 500</b> <input type="checkbox"/> with Public Hearing Requested Petitioner (optional) * <b>\$ 900</b> <input type="checkbox"/> Special Land Use (includes Site Plan Review) * <b>\$ 1,500</b> <input type="checkbox"/> Rezoning Request * <b>\$ 1,000</b> <input type="checkbox"/> Conditional Rezoning Request * <b>\$ 1,500</b> <input type="checkbox"/> Special Redevelopment Project * <b>\$ 1,500</b> <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Preliminary Site Plan Review * <b>\$ 1,000</b> <input type="checkbox"/> Final Site Plan Review * <b>\$ 1,000</b> <input type="checkbox"/> City Commission Review (PUD Rezoning & Development Agreement) <b>\$ 2,000</b> <input type="checkbox"/> Site Plan / Special Land Use Renewal ** <b>\$ 500</b> <input type="checkbox"/> Special Meeting Requested by Petitioner **** <b>\$ 500</b> <input type="checkbox"/> Other:	
STATE OF MICHIGAN, COUNTY OF OAKLAND ss:		<b>Zoning Board of Appeals</b>	
On this _____ day of _____, A.D., 20_____, Before me personally appeared the above named person, who being dully sworn, says that he/she has read the foregoing application, by him/her signed and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.		<input type="checkbox"/> Variance (Use or Dimensional) * <b>\$ 700</b> <input type="checkbox"/> Administrative Appeal or Interpretation * <b>\$ 700</b> <input type="checkbox"/> Request for Reconsideration *** <b>\$ 500</b> <input type="checkbox"/> Special Meeting Requested by Petitioner **** <b>\$ 500</b> <input type="checkbox"/> Other:	
X _____ <b>Notary Public of Oakland County, Michigan</b>		<b>Total</b> <b>\$</b>	
My Commission Expires: _____			
<b>Notes on Fees:</b> Items postponed by the Planning Commission, Zoning Board of Appeals, or petitioner are subject to a new application fee or as determined by the Zoning Administrator. * Requires public hearings and notifications to be provided. Notification will be distributed by the city pursuant to state law and local ordinance. ** Zoning Administrator may require fee to review and/or extend site plans and special land use approvals that have expired, if a site plan has been significantly modified since its approval, or if review by staff is required to ensure contingencies are consistent with approval. *** Fee for reconsideration request only. If reconsideration is granted, a new variance application with an additional \$700 fee is required. **** Additional fee.			
<b>Placement on Planning Commission or Zoning Board of Appeals Agenda:</b> The non-refundable application fee should be paid to "City of Royal Oak" at the Treasurer's Office on the first floor of City Hall or by mail to 203 S. Troy St., Royal Oak, MI 48067. In order to be considered at an upcoming meeting, this application and all required documents and materials must be submitted to the Planning Division by the established <b>deadline</b> or " <b>cut-off</b> " date for the next regular meeting of the Planning Commission and/or Zoning Board of Appeals. <b>SUBMISSION OF AN APPLICATION BY THE "CUT-OFF" DATE DOES NOT GUARANTEE PLACEMENT ON THE AGENDA.</b> The applicant or a representative must be present at ALL meetings. For a list of the information that must accompany this application please refer to the <b>SITE PLAN REVIEW CHECKLIST</b> or <b>VARIANCE CHECKLIST</b> .			
<b>Treasurer's Office (Official Use Only):</b> This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fee.		<b>Taxes &amp; Water Bills:</b> <input type="checkbox"/> Paid <input type="checkbox"/> Not Paid in Full <b>Amount Owed: \$ _____</b> <b>Cashier's Signature:</b>	
<b>Application Account Number:</b> <b>101.000.62901</b> <b>Receipt Number:</b>			

<b>Zoning Board of Appeals – Variance Checklist</b>	
<b>New Variance Requests</b>	<b>Criteria</b>
<p>The ZBA accepts a maximum of 8 new appeals for a regularly scheduled meeting.</p> <p>Applications are accepted and placed on an agenda in the order they are received.</p> <p>At the time of submittal, an application <u>must</u> be accompanied by the following:</p> <ul style="list-style-type: none"> <li>• A survey or site plan illustrating: <ul style="list-style-type: none"> <li>◦ The location (size, dimensions, and number) of all existing and proposed structures or site alterations;</li> <li>◦ Driveways, approaches and parking spaces and areas;</li> <li>◦ Dimensions of all lots and property lines showing relationship and distances of the subject property to abutting property and structures;</li> <li>◦ The location and dimensions of all rights-of-way abutting public thoroughfares and easements;</li> <li>◦ Preparation date, name and signature; and</li> <li>◦ Date, scale and north arrow.</li> </ul> </li> <li>• A written statement addressing applicable criteria for requested variances (i.e., use variance, nonuse variance, and/or additional criteria for land divisions).</li> </ul> <p>Additional information may be required, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Floor plans;</li> <li>• Façade elevations; and</li> <li>• A written description of the project and the use of the property and activities to be undertaken on the premises.</li> </ul>	<p>The Board shall determine that the variance approval, either as proposed by the applicant or as otherwise determined by the Board based upon the record, is the minimum relief necessary in order to achieve substantial justice.</p> <p><b>Use Variances</b>  Requires 6 affirmative votes for approval. The Board may consider the following as part of its decision:</p> <p>The applicant must present evidence to show that if the Zoning Ordinance is strictly applied, unnecessary hardship to the applicant will result based upon the following:</p> <ol style="list-style-type: none"> <li>1. <i>That the property could not be reasonably used for the purposes permitted in that zone;</i></li> <li>2. <i>That the appeal results from unique circumstances peculiar to the property and not from general neighborhood conditions;</i></li> <li>3. <i>That the use requested by the variance would not alter the essential character of the area;</i></li> <li>4. <i>That the alleged hardship has not been created by any person presently having an interest in the property;</i></li> <li>5. <i>That the use will preserve a substantial property right possessed by other property owners in the same zone.</i></li> </ol> <p><b>Nonuse Variances</b>  Requires 5 affirmative votes for approval. The Board may consider the following as part of its decision:</p> <p>The applicant must present evidence to show that if the Zoning Ordinance is strictly applied, practical difficulties will result to the applicant based upon the following:</p> <ol style="list-style-type: none"> <li>1. <i>That the Ordinance restrictions unreasonably prevent the owner from using the property for a permitted purpose;</i></li> <li>2. <i>That the variance would do substantial justice to the applicant as well as to other property owners in the district, and a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners;</i></li> <li>3. <i>That the plight of the landowner is due to unique circumstances of the property; and</i></li> <li>4. <i>That the alleged hardship has not been created by any person presently having an interest in the property.</i></li> </ol> <p><b>Additional Criteria for Land Divisions</b>  In addition to the criteria listed above for nonuse variances, the Board shall consider the following for any appeal for a land division:</p> <ol style="list-style-type: none"> <li>1. <i>The width, size, and general character of the lots in the neighborhood and area;</i></li> <li>2. <i>Whether the width and shape of the lot leaves adequate buildable area to allow the construction of a dwelling which is in harmony with the character of the neighborhood and/or area; and</i></li> <li>3. <i>The extent to which other developed lots in the neighborhood and/or area have maintained required yards, lot area and width.</i></li> </ol>
<b>Renewals of Temporary Variances</b>	
<p>Please complete the application form and check “Renewal of Temporary Variances.” The ZBA may revoke your temporary variance if the application form and check are <u>not</u> received.</p> <p>The request will be placed on the next regularly scheduled meeting of the ZBA. The applicant may be required to attend the ZBA’s meeting regarding a temporary variance renewal.</p> <p>A copy of the ZBA’s motion regarding the renewal will be mailed to the petitioner following the meeting.</p> <p>Should you have any questions, please contact the Planning Division at (248) 246-3280.</p>	