

# ZONING BOARD OF APPEALS APPLICATION

Community Development Department, City of Grand Haven  
519 Washington Avenue, Grand Haven, MI 49417  
Phone: (616) 935-3276 Website: [www.grandhaven.org](http://www.grandhaven.org)

The City of Grand Haven Zoning Board of Appeals meets in a regular session on the third Wednesday of each month at 7:00 p.m. at the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed in person or mailed to the Community Development Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to the Brian Urquhart, City Planner, at (616) 935-3276.

**Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the Zoning Administrator, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.**

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

## Filing deadline

December 18, 2024  
January 22, 2025  
February 19, 2025  
March 26, 2025  
April 23, 2025  
May 21, 2025  
June 18, 2025  
July 23, 2025  
August 20, 2025  
September 17, 2025  
October 22, 2025  
November 19, 2025  
December 24, 2025

## Meeting Date

January 15, 2025  
February 19, 2025  
March 19, 2025  
April 23, 2025  
May 21, 2025  
June 18, 2025  
July 16, 2025  
August 20, 2025  
September 17, 2025  
October 15, 2025  
November 19, 2025  
December 17, 2025  
January 21, 2026



**ZBA REVIEW APPLICATION PROCESS** (see Section 40-113 of the Grand Haven Zoning Ordinance)

1. Zoning Board meetings are held on the third Wednesday of each month at 7:00 p.m. in City Council Chambers, 519 Washington, Grand Haven, Michigan. **It is in your best interest to be present or be represented at the Zoning Board of Appeals meeting.**
2. **Applications must** be filed by the **Property Owner.** All other applications will be returned.
3. The application deadlines are listed on page 1 of 5 of this application packet.
4. If the Michigan Department of Environmental Great Lakes and Energy (EGLE) has restricted any portion of your lot from being built upon, the EGLE documentation must be provided along with your application.
5. This **Notarized, Original application and Ten (10) copies of the application plus Ten (10) copies of the site plan** (where applicable) drawn to scale, including information as outlined below, are required. The application must be filed with the Community Development Manager.
6. A fee of \$350.00 shall be paid upon submission of the application the Community Development Department located at 519 Washington Avenue, Grand Haven, MI 49417. *NOTE: The fee is \$450.00 if the activity or project has started prior to submission of this application.*

In addition to the application fee, a deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.

The following information must be shown on all site plans presented to the Zoning Board where applicable:

- Description of site (plat numbers and/or legal description).
- Area of site (in square feet or acres).
- Dimensions on all property lines, setbacks and etc.
- The location of all existing structures and proposed structures on subject property.
- The location of all existing structures within 100' of subject property.
- The location of all existing and proposed drives, turning lanes, parking areas, number of parking spaces, greenbelt screening and walls.
- The location and right-of-way widths of all abutting streets and alleys.
- Loading and unloading areas.

*The Engineer, Architect, Planner and/or Designer retained to develop the site plan shall be responsible for securing a copy of the Zoning Ordinance and following all requirements therein. Further, these professionals shall make themselves aware of all Master Plan requirements, for example, major thoroughfares, land use, recreations and etc.*



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## 1. Project Information

To the Zoning Board of Appeals;

I (we) \_\_\_\_\_ of \_\_\_\_\_  
(Applicant Name) (Street Number)

\_\_\_\_\_ (City) \_\_\_\_\_ (State & Zip Code)

Applicant Phone Number: \_\_\_\_\_ Applicant Fax Number: \_\_\_\_\_

HEREBY APPEAL TO THE ZONING BOARD OF APPEALS FOR A:

Variance ( ) Appeal ( ) Interpretation ( ) Change of Nonconforming Use ( )

Address/location of property: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

## 2. Required Attachments

- 10 copies of site plan
- 10 copies of the application
- 10 copies of written response demonstrating how the request meets the 7 Basic Conditions
- Required fee (\$350 or \$450\* if construction has begun)

## 3. Description of Case *(fill out only the items that apply to your case)*

### A. Description of the property

- 1) Size of lot \_\_\_\_\_
- 2) Area of lot \_\_\_\_\_
- 3) Is lot a corner or interior lot \_\_\_\_\_

### B. Description of existing structures:

- 1) Number of buildings now on premises \_\_\_\_\_
- 2) Size of each building now on premises \_\_\_\_\_
- 3) Use of existing buildings on premises \_\_\_\_\_

### C. Description of proposed structures:

- 1) Height of proposed structure \_\_\_\_\_
- 2) Dimensions of proposed building or addition \_\_\_\_\_
- 3) Area of proposed building \_\_\_\_\_
- 4) Percentage of lot coverage of building or addition \_\_\_\_\_



D. Yard setbacks after completion of building or addition:

- 1) Front yard (measured from lot line) \_\_\_\_\_
- 2) Side yard (measured from lot line) \_\_\_\_\_
- 3) Rear yard (measured from lot line) \_\_\_\_\_

E. A sketch depicting the above information shall accompany this application. The sketch shall be on a sheet of paper 8 1/2" x 11" in size.

F. Article and Section number of Zoning Ordinance that is being appealed:

G. Clearly state your request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height regulations, yard and depth regulations, and off-street parking and loading space requirements provided it finds that **all of the Basic Conditions** described below can be satisfied. The appellant shall submit, along with the established fee and other materials, a narrative demonstrating why a variance is sought.

A. Basic Conditions. The Board shall find that a variance request meets **all** of the following conditions.

- 1) The requested variance shall not be contrary to the public interest or to the intent and purpose of this Ordinance.
- 2) The requested variance shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a special land use permit is required.
- 3) The requested variance shall not cause a substantial adverse effect upon properties in the immediate vicinity or in the district in which the property of the applicant is located.
- 4) The conditions or situation of the property or its intended use is not so general or recurrent a nature as to make reasonably practicable a general regulation for the condition or situation.
- 5) Any exceptional or extraordinary circumstances applying to the property in question are not self-created.
- 6) There is no reasonable alternative location on the parcel for the proposed improvements for which a variance is sought where such alternative location would eliminate the need for the requested variance or reduce the extent of the condition(s) necessitating the variance.
- 7) The requested variance is the minimum variance that will make possible the reasonable use of the improvement.

**Section 40-113.08 (B)(3)** states the following (*See Section for additional Rules*):

- 1. Each variance granted under the provisions of this Ordinance shall become null and void unless: The construction authorized by such variance has received a City Land Use Permit within one (1)



year after the granting of the variance; and the occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the issuance of the Land Use Permit, unless an extension of time has been granted by the Zoning Board of Appeals. The Zoning Administrator may grant one six (6) month extension of construction. After expiration of a six (6) month extension, all extension shall be granted by the Zoning Board of Appeals.

2. No application for a variance which has been denied wholly or in part by the Board shall be re-submitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence of changed conditions found, upon inspection by the Board, to be valid.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2025

My Commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

