

PROCEDURES FOR REQUESTING A VARIANCE, A TIME EXTENSION, OR ADMINISTRATIVE REVIEW FROM THE HOUSING BOARD OF APPEALS

City of Ann Arbor, Michigan

Notice to Applicants:

1. **When submitting, all applications must be signed and notarized.** Be sure to allow enough time to arrange for a notary before the deadline.
2. **Applications must include all required information** such as drawings, site plans, floor plans and/or photographs to completely describe the request.
3. If an application is submitted by someone other than the actual property owner, **a letter of authorization must be provided from the property owner.** This letter must give the applicant permission to appear before the HBA with the specific request.
4. **The HBA normally meets on the first Tuesday of each month.** Public notices for each request before the BBA are published at least 5 days prior to the meeting, in accordance with the Open Meetings Act. **Applications must be received at least 5 weeks prior to the meeting date.** (See Calendar Below).
5. **All applications will be reviewed by staff. INCOMPLETE applications will not be accepted.** Applications with incorrect or inadequate information will be returned to the applicant for corrections and will be scheduled for the next available meeting date.
6. **Applicant must supply 4 complete packets of information, or 1 original packet and an electronic version of the original (CD with pdf file).**
7. **All communication with HBA members must be through the application and at public meetings ONLY.** Solicitation of members on an individual basis outside of these venues is inappropriate and prohibited.
8. Application to the HBA **does not guarantee the request will be scheduled** until after the application is deemed complete.
9. Filing Fee - **\$500.00**

2011 Housing Board of Appeals Due Dates and Meeting Calendar
Meeting Location – 301 E HURON 1st Floor Conference Room - North
2011 MEETING SCHEDULE - HOUSING BOARD OF APPEALS

APPLICATIONS DUE (by 12:00 p.m.)	MEETING & PUBLIC HEARING
December 06, 2011	January 03, 2012
January 10	February 10
February 07	March 06
March 06	April 03
April 10	May 08
May 08	June 05
June 12	July 10
July 10	August 07
August 07	September 04
September 04	October 02
October 16	November 13
November 06	December 04

APPLICATION FOR VARIANCE - HOUSING BOARD OF APPEALS

Section 1: Applicant Information

Name of Applicant: _____

Address of Applicant: _____

Daytime Phone: _____

Fax: _____

Email: _____

Applicant's relationship to property: _____

Section 2: Property Information

Address of Property: _____

Zoning Classification: _____

Tax ID# (if known): _____

*Name of Property Owner: _____

**If different than applicant, a letter of authorization from the property owner must be provided.*

Section 3: Request Information

Variance

Chapter(s) and Section(s) from which a variance is requested:

Required dimension:

PROPOSED dimension:

Example: 2003 Building Code, Section 5:26

Example: 7' Ceiling Clearance

Example: 6' 5" under landing

Give a detailed description as to what kind of work you want to do that you would need this variance for (attach additional sheets if necessary)

Section 4: Variance Request

The City of Ann Arbor Housing Board of Appeals has the powers granted by State law and Building Codes. A variance may be granted by the Housing Board of Appeals only in cases involving practical difficulties or unnecessary hardships when **ALL** of the following is found **TRUE**. Please provide a complete response to each item below. These responses, together with the required materials in Section 5 of this application, will form the basis for evaluation of the request by staff and the Housing Board of Appeals.

1. Are there hardships or practical difficulties to complying with the Code? Are these hardships or practical difficulties an exception or unique to the home compared to other homes in the City? _____

2. Are the hardships or practical difficulties more than mere inconvenience, inability to obtain a higher financial return, or both? _____

3. What effect will granting the variance have on the neighboring properties? _____

4. What physical characteristics of your property in terms of size, shape, location or topography prevent you from using it in a way that is consistent with the Code?

5. Is the condition which prevents you from complying with the ordinance self-imposed? How did the condition come about?

Section 5: Required Materials

The following materials are required for all variance requests. Failure to provide these materials will result in an incomplete application and will delay staff review and Housing Board of Appeals consideration of the request. The materials listed below must accompany the application and constitute an inseparable part of the application. All materials must be provided on **8 1/2" by 11" sheets**.

- State proposed use of property, size of lot and size and type of proposed changes.
- Building floor plans showing interior rooms, including dimensions.
- Photographs of the property and any existing buildings involved in the request.
- Any other graphic or written materials that support the request.

Section 6: Acknowledgement

SIGNATURES MUST BE SIGNED IN PRESENCE OF NOTARY PUBLIC

I, the applicant, request a variance from the above named Chapter(s) and Section(s) of the Code for the stated reasons, in accordance with the materials attached hereto.

Phone Number

Signature

Email Address

Print Name

I, the applicant, hereby depose and say that all of the aforementioned statements, and the statements contained in the materials submitted herewith, are true and correct.

Signature

Further, I hereby give City of Ann Arbor Planning & Development Services unit staff and members of the Housing Board of Appeals permission to access the subject property for the purpose of reviewing my variance request.

Signature

On this _____ day of _____, 20____, before me personally appeared the above named applicant and made oath that he/she has read the foregoing application by him/her subscribed and knows the contents thereof, and that the same is true as to his/her own knowledge except as to those matters therein stated to be upon his information and belief as to those matters, he/she believes them to be true.

Notary Public Signature

Notary Commission Expiration Date

Print Name

Staff Use Only

Date Submitted: _____ Fee Paid: _____

File No.: _____

Pre-Filing Review Person & Date: _____

Secondary Staff Review Person & Date _____

Date of Public Hearing _____

BBA Action: _____