

# Application for Variance and/or Administrative Appeal Sign Board of Appeals

City of Ann Arbor, Michigan

**Notice to Applicants:**

- **A pre-filing meeting is required for all applicants.** Contact Brenda Acquaviva (734-794-6000, x42666) to arrange a meeting. Bring any available materials, including a draft application, drawings, plans, etc. for discussion.
- **When submitting, all applications must be signed and notarized.** Be sure to allow enough time to arrange for a notary before the deadline.
- **Applications must include all required information** such as drawings, site plans, floor plans and/or photographs to completely describe the request. **(See Section 4 of the Application).**
- If someone other than the actual property owner submits an application, **a letter of authorization must be provided from the property owner.** This letter must give the applicant permission to appear before the Sign Board of Appeals regarding the specific request.
- **The SBA normally meets on the second Tuesday of each month.** Public notices for each request before the SBA are published at least 15 days prior to the meeting, therefore, **Applications must be received BY NOON at least 5 weeks prior to the meeting date**
- **Staff will review all applications. INCOMPLETE applications will not be scheduled.** Applications with incorrect or inadequate information **will be returned to the applicant for corrections and will be scheduled for the next available meeting date.**
- **Applicant must supply 4 complete packets of information or 1 original packet and an electronic version of the original packet (CD with Adobe pdf file preferred).**
- **All communication with SBA members must be through the application and at public meetings.** Solicitation of members on an individual basis outside of these venues is inappropriate and prohibited.
- Application to the SBA **does not guarantee the request will be scheduled** until after the **application is deemed complete.** See schedule below **(Staff Notification).**
- Filing Fees for Application for a SBA Variance OR Administrative Appeal is **\$500.00. Cash, Visa, Mastercard and/or Checks made payable to “The City of Ann Arbor” are accepted forms of payment.**

**Location – 200 North Main Street – County Bldg. Basement**  
**2009 MEETING SCHEDULE - SIGN BOARD OF APPEALS**

APPLICATIONS DUE (by 12:00 p.m.)	ADMINISTRATIVE ACCEPTANCE DECISION NOTIFICATION	MEETING & PUBLIC HEARING 3:00 p.m. 200 N. Main Street County Building Basement Conference Room
December 09	December 18	January 13
January 13	January 20	February 10
February 10	February 17	March 10
March 10	March 17	April 14
April 14	April 21	May 12
May 12	May 19	June 09
June 09	June 16	July 14
July 14	July 21	August 11
August 11	August 18	September 08
September 08	September 15	October 13
October 13	October 20	November 10
November 10	November 19	December 08

**APPLICATION FOR VARIANCE OR ADMINISTRATIVE APPEAL**  
**SIGN 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: Chapter 61, Section 5:26*

*Example: 40' Setback from  
Right of Way*

*Example: 36' Setback from  
Right of Way*

Give a detailed description of the work you are proposing and why it will require a variance (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_

**Section 4: VARIANCE REQUEST (If not applying for a variance, skip to section 5)**

The City of Ann Arbor Sign Board of Appeals has the powers granted by City Code Chapter 61. A variance may be granted by the Sign 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 will form the basis for evaluation of the request by staff and the Sign Board of Appeals. (continued...)

**1. Are there hardships or practical difficulties to complying with the ordinance? Are these hardships or practical difficulties an exception or unique to the property compared to other properties in the City?**

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**2. Are the hardships or practical difficulties more than mere inconvenience, inability to obtain a higher financial return? (explain)** \_\_\_\_\_

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**3. What effect will granting the variance have on the neighboring properties?** \_\_\_\_\_

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**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 ordinance?**

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

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**Section 5: Administrative Appeal (ONLY – DO NOT COMPLETE IF FILING FOR VARIANCE)**

Current use of the property \_\_\_\_\_

Explain what you were denied and why you are requesting an Administrative Appeal:

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**Section 6: Required Materials**

The following materials are required for all variance requests or administrative appeals. Failure to provide these materials will result in an incomplete application and will delay staff review and Sign 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.**

- Building showing frontage dimensions.
- Photographs of the property and any existing buildings involved in the request.
- Any other graphic or written materials that support the request.
- Property Site Plan showing setbacks, right of ways, etc.

**Section 7: 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 Ann Arbor City 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. I acknowledge that I've received all instructions, time, date and place of meeting and will be present to present the appeal. Staff will not send additional notification of meeting times.

\_\_\_\_\_  
Signature

Further, I hereby give City of Ann Arbor Planning & Development Services unit staff and members of the Sign 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.: \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_

Pre-filing Staff Reviewer & Date \_\_\_\_\_

SBA Action: \_\_\_\_\_

Pre-Filing Review: \_\_\_\_\_

Staff Reviewer & Date: \_\_\_\_\_