



City of Ann Arbor

PLANNING & DEVELOPMENT — CONSTRUCTION SERVICES

301 E. Huron St. | P.O. Box 8647 | Ann Arbor, Michigan 48107-8647

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APPLICATION FOR VARIANCE AND OR TIME EXTENSION HOUSING BOARD OF APPEALS

NOTICE TO APPLICANTS

Applications must include all required information such as drawings, site plans, floor plans and/or photographs to completely describe the request.

- **The HBA normally meets on the second Tuesday of each month.** Public notices for each request before the HBA are published at least 5 days prior to the meeting, in accordance with the Open Meetings Act. **Applications must be received BY NOON at least 4 weeks prior to the meeting date.** If your application is submitted any later than that, it will **NOT BE ACCEPTED**.
- **All applications will be reviewed by staff, but it is suggested that it be reviewed BEFORE SUBMISSION. 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.
- **Applicant must supply 2 complete packets of information or 1 original packet and an electronic version of the original complete packet (CD with Adobe PDF file preferred).**
- **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.
- **Application to the HBA does not guarantee the request will be scheduled until after the application is deemed complete by staff.**
- **Filing Fees for Application for a HBA Variance OR Time Extension is \$500.00. Cash, Visa, Mastercard, Discover and/or checks made payable to “The City of Ann Arbor” are accepted forms of payment.**

**APPLICATION FOR VARIANCE AND/OR TIME EXTENSION
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): _____

Section 3: Request Information

Variance

Chapter(s) and Section(s) from which a variance is requested:	REQUIRED dimension:	PROPOSED dimension:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Example: Chapter 105, Section 5:26 Example: 6' 8" Basement Ceiling Clearance Example: 6'6" Basement Ceiling Height

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 Housing Board of Appeals has the powers granted by City Code Chapter 105. 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.

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

Are the hardships or practical difficulties more than mere inconvenience, inability to obtain a higher financial return, or both? (explain)

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

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?

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

Section 5: Time Extension

Current use of the property

Explain why you are requesting a time extension:

Section 6: 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 Building 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. If incomplete, you will be scheduled for the NEXT MEETING DATE ON THE FOLLOWING MONTH.**

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.

A complete List of Tenant Names so that they can be notified that the HBA will do a possible walk through of the property on the day of the hearing.

Section 7: Acknowledgement

SIGNATURES

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

Phone Number

Signature

Email Address

Print Name

STAFF USE ONLY

Date Submitted: _____ Fee Paid: _____

File No.: _____ Date of Public

Hearing _____

Pre-filing Staff Reviewer & Date _____ HBA Action: _____

Pre-Filing Review: _____

Staff Reviewer & Date: _____