

Waterford Township

Zoning Board of Appeals Application



Development Services Department
5200 Civic Center Drive
Waterford, MI 48329
(248) 674-6238
www.waterfordmi.gov



NINE (9) COPIES of the documents listed below must be submitted to the Development Services Department by the application deadline to be considered for the scheduled meeting.

All copies must be printed **TO SCALE** (they cannot be reduced or enlarged):

- **Completed and notarized Application Form (attached)**
- **Completed Supplemental Information page (attached)**
- **Plot Plan (see requirements below)**
- **Certified Survey (to support the plot plan)**
- **Structural drawings for the proposed improvement**
- **Any additional information (e.g. photos, letters of support, etc.)**

PLOT PLAN REQUIREMENTS:

A plot plan shall be the graphic depiction of existing conditions and proposed improvements on a subject zoning lot that is properly scaled and must include the following:

1. Property owner information (Name, address, phone number, email)
2. Plot plan preparers information (Name, address, phone number, email)
3. Scale (e.g. 1" = 30')
4. Property boundary
5. The location of all existing and proposed buildings and structure on the site.
6. All dimensions (building/structure size and setbacks to property lines) must be shown.

As determined by Township Staff, additional information may also be required.

If the certified survey includes all the requirements listed above, an additional plot plan is not required.

Fees will be determined once the request has been reviewed. **Staff will contact the applicant by email with the fees that are owed.** The fees must be paid at least one (1) week prior to the scheduled meeting date. Fees are nonrefundable.

All applications to the ZBA must be made with full knowledge and written consent of all owners of the property in question. All applications must be signed by all property owners and these signatures shall be notarized.

**Charter Township of Waterford
2026 Regularly Scheduled Zoning Board of Appeals Meetings**

All meetings will be held at the Waterford Township Hall Auditorium, located at 5200 Civic Center Drive, Waterford, Michigan, 48329 on the following **Tuesday evenings beginning at 6:00 p.m.**

Please Note: Agendas are limited to 10 new business cases

January 20, 2026 (application deadline December 10)

February 17, 2026 (application deadline January 14)

March 17, 2026 (application deadline February 11)

April 21, 2026 (application deadline March 18)

May 19, 2026 (application deadline April 15)

June 16, 2026 (application deadline May 13)

July 21, 2026 (application deadline June 17)

August 18, 2026 (application deadline July 15)

September 15, 2026 (application deadline August 12)

October 20, 2026 (application deadline September 16)

November 17, 2026 (application deadline October 14)

December 15, 2026 (application deadline November 9)

Zoning Board of Appeals Fee Schedule

Single Family Residential / Non-Profit Organizations	\$250 application fee (includes first variance)
Each Additional Variance	\$100 each
Residential Developments / Non-Residential	\$600 application fee (includes first variance)
Each Additional Variance	\$100 each
Residential Code Violation	\$432 application fee (includes first variance)
Each Additional Variance	\$100 each
Non-Residential Code Violation	\$882 application fee (includes first variance)
Each Additional Variance	\$100 each
Special Hearing Fee (in addition to fee as listed above)	\$420

Notification Fees - up to 25 notices are included with the application fee. Any additional notices required after 25 will have a charge of \$0.77 per notice added to the total fee.

Duration of Approval

Any relief granted by the Zoning Board of Appeals is valid for **one (1) year** from the date of the public hearing, unless otherwise specified by the Board. The applicant will not receive written confirmation of the approval/denial. Copies of the minutes are available upon request from the Development Services Department or at www.waterfordmi.gov once approved.

ZONING BOARD OF APPEALS APPLICATION

I, (WE), the undersigned do hereby make application to the Zoning Board of Appeals of the Charter Township of Waterford.

Name of Applicant(s)

Name of Property Owner

Address of Applicant(s)

Address of Subject Property

City, State, Zip

Parcel I.D. Number(s)

Phone Number

Zoning of Subject Property

Email

Legal Description (attach additional sheet if necessary)

Type of Request (Please check appropriate box.)

A variance of a Requirement of the Zoning Ordinance

An Interpretation of the Zoning Ordinance Text

Review of an Administrative Decision

An Interpretation of the Zoning Map

Appeal of a Planning Commission Denial of Special Approval

An Extension of ZBA Approval Timeframe

Provide a description of the proposed work and the anticipated variances needed (ordinance Section numbers are not required):

CONSENT TO PROPERTY INSPECTION

Upon submittal of this application, I (we), do hereby consent to allow the members of the decision-making body to inspect the subject property up to the date of the meeting at which such body issues its final decision on the request(s) in order to enable the members of such decision-making body to make an informed decision on my (our) request. Such inspections are limited to:

- gathering information specific to the requested action,
- typical hours of daily human activity

Please list any restrictions below:

**THE APPLICANT AND ALL PERSONS HAVING OWNERSHIP INTEREST IN
THE ATTACHED DESCRIBED PROPERTY MUST SIGN THE APPLICATION**
(ADDITIONAL COPIES OF THIS SHEET MAY BE ATTACHED)

By signing, I (owner) understand that application to the Charter Township of Waterford has been made for land use matters to be considered and decisions made by the Zoning Board of Appeals that will affect use of my property. I (owner/applicant) hereby affirm that all of the information submitted with and including this application are correct to the best of my knowledge.

Property Owner/Applicant (Signature): _____

Property Owner/Applicant (Print): _____

Subscribed and sworn to before me this _____ day of

_____, _____

Notary Public

My commission expires:

State of Michigan, County of

Zoning Board of Appeals

Supplemental Information

For variances to be granted, Section 6-100.5 of the Zoning Ordinance requires the ZBA to find that the APPLICANT has demonstrated that each of the six (6) specified review standards are satisfied. It is to your advantage to provide as detailed and complete a response to each question as possible. Additional sheets may be attached.

1. Explain how strict compliance with the applicable Zoning Ordinance Standard(s) would prevent the owner from using the property for a permitted purpose or be unnecessarily burdensome?

2. Explain how the requested variance will ensure substantial justice to the applicant as well as other property owners.

3. Explain why a lesser variance than requested would not give substantial relief to the applicant and/or be consistent with justice to other property owners.

4. Explain how the need for a variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district.

5. Explain how the problem and resulting need for the variance has not been self-created by the applicant and/or the applicant's predecessors.

6. Explain how the spirit of the Zoning Ordinance will be observed, public safety and welfare secured, and substantial justice done.
