

Zoning Board of Appeals  
Charter Township of Oakland  
Appeal Application Instructions

All variance requests are subject to the requirements contained in Zoning Ordinance 16, Section 16-104 entitled Zoning Board of Appeals. The Zoning Ordinance is available online at [www.oaklandtownship.org](http://www.oaklandtownship.org) and for viewing at the Oakland Township Hall during normal business hours.

The following is required to be submitted for a variance request:

- o 7 copies of a completed ZBA Application form - one with original signature
  
- o 7 copies of a site plan (if applicable), drawn to scale depicting the variance request. The plan must identify all lot lines, dimensions, existing and proposed structures, and setbacks from all structures and lot lines. A mortgage survey may be used.
  
- o A check made payable to "Oakland Township"

Variance – Residential	\$200.00
Variance – Non-Residential	\$500.00
Interpretations	\$200.00
Variances that create new parcels of land	\$500.00

An additional escrow deposit may be required for fees as may be necessary for the Township Planner, Engineer, Environmental Consultant or Attorney as needed.

- o The ZBA meets on the third Tuesday of the month. Typically, the completed package consisting of 7 sets of the application, forms, plans, elevations, photos, attachments and fees must be submitted at least 30 days in advance of the meeting, and is subject to legal notice publication deadlines. A thumb drive with all submitted information is also required.
  
- o The applicant, or representative, must be present at the Zoning Board of Appeals meeting when the appeal is discussed. Failure of the applicant or their authorized agent to appear before the Board as scheduled, shall be justification for dismissal of the case without prejudice and with no refund of appeal fee.

**CHARTER TOWNSHIP OF OAKLAND**

4393 Collins Rd., Rochester, MI. 48306  
Telephone: (248) 651-4440 Fax: (248) 651-1510  
[www.oaklandtownship.org](http://www.oaklandtownship.org)

**ZONING BOARD OF APPEALS  
APPLICATION FOR VARIANCE REQUEST**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address of Variance Request \_\_\_\_\_

Parcel Number \_\_\_\_\_

General Location/Crossroads \_\_\_\_\_

**Variance requested:**

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

Explain how the request meets the terms of this ordinance by answering the following:

- A. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not generally applicable to other lands, structures, or buildings in the same district;

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B. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;

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C. That the special conditions and circumstances do not result from the actions of the applicant;

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D. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same zoning district.

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By signing this document, you hereby grant permission for members of the Oakland Township Zoning Board of Appeals, township employees or consultants to make on-site inspections of the property.

If appropriate, and at least two weeks prior to the Zoning Board of Appeals hearing, the property should be staked to show the location of the variance request.

In granting any variance, the Zoning Board of Appeals may prescribe appropriate conditions and safeguards. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of the ordinance and punishable under terms of the ordinance.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_