



**Application for  
NONCONFORMING USE  
CHANGE**

**Zoning Board of Appeals  
City of Zeeland**

**Community Development Department**  
21 S ELM ST - ZEELAND, MI 49464  
Phone 616-772-0872 - Fax 616-772-0880  
[buildinginspector@cityofzeeland.com](mailto:buildinginspector@cityofzeeland.com)  
[www.cityofzeeland.com](http://www.cityofzeeland.com)

The City of Zeeland will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap or political belief.

The plan you have proposed for your project requires an approval from the City of Zeeland Zoning Board of Appeals as provided by Public Act 110 of 2006, as amended, (See MCL 125.3101 et. seq.), and the City of Zeeland City Code Vol II (Section 4.100(C)(4)).

This original application filled out completely, along with the application fee, 8 folded copies of your site plan including related documents, and a pdf file (which may be submitted by email to [buildinginspector@cityofzeeland.com](mailto:buildinginspector@cityofzeeland.com) and other information and materials as requested by the Zoning Administrator, must be submitted at least 30 days prior to your hearing date. The Zoning Board of Appeals typically meets the third Tuesday of the month. Application fees are listed on page 6 of this application.

Your completion of this application (no alternatives will be accepted) and appearance at a public hearing are necessary for the Board to act upon your request for a zoning variance. Depending upon the information the Board receives at the hearing and its application of the law, your request may or may not be granted. (You may use the backside of this application or attach extra sheets if you wish. You are encouraged to include photographs and illustrations to support your case.)

**Applicant Information**

**Owner Information**

Name	Name/Contact
Company(if applicable)	Company(if applicable)
Address	Address
Phone	Phone
Email	Email

Address of property: \_\_\_\_\_

Current zoning of subject property: \_\_\_\_\_

Applicant's interest in property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



2. Provide information including a proposed site plan that demonstrates that the proposed nonconforming use will not be enlarged or increased, nor extended to occupy a greater area of land than the previous nonconforming use (ZCC Vol II (Section 4.100(C)(4) b).

---

---

---

---

---

---

---

---

---

---

---

---

3. State appropriate conditions and safeguards that will be provided so that the granting of this use will not negatively alter the essential character of the neighborhood and so that the proposed conditions and safeguards will ensure compliance with the intent and purpose of the Zoning Ordinance (ZCC Vol II Section 1.101, also Section 4.100(c).

---

---

---

---

---

---

---

---

---

---

---

---

**CITY OF ZEELAND  
ZONING BOARD OF APPEALS  
Non-Conforming Use Change Application**

This application shall also include a drawn to scale site plan(s) with the following information provided. The Zoning Administrator may authorize omissions as noted in the left margin.

<u><b>OFFICE USE</b></u>	
	a) Applicant identification.
	b) Street address.
	c) North arrow.
	d) Size of property in sq. ft or acre.
	e) Property lines and dimensions.
	f) Location of significant natural features including wetlands, steep slopes, flood-prone areas, unique vegetation, any other unusual land features.
	g) Location of all structures on the land with locating dimensions and building dimensions.
	h) Lot lines and all structures within one hundred feet (100') of the site's property lines including driveways and other access points along both sides of the street where access to the site is proposed.
	i) Identification of all rights-of-way and easements pertaining to the subject land and adjoining parcels.
	j) Copy of latest surveyor's engineering drawing.

The undersigned hereby certifies the information given in this application and supplementary materials is true and correct to the best of their knowledge. It is also understood that any information requested, and not included with the application, may cause delays in making a decision on the variance requested.

**I hereby grant permission for members of the City of Zeeland Zoning Board of Appeals to enter the above described property (or as described in the attached) for the purposes of gathering information related to this application/request/proposal. (NOTE TO APPLICANT: This is optional and will not affect any decision on your application.)**

☐ YES    ☐ NO

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

This application, 8 copies of the proposed site plan and related documents and a pdf file, as well as a filing fee of \$ \_\_\_\_\_ received by:

\_\_\_\_\_  
Administrative Official

\_\_\_\_\_  
Date

## **ZONING BOARD OF APPEALS**

### **Hearing Procedures & Fee Schedule**

**First, about the Zoning Board of Appeals (ZBA) itself:** The Board is pledged to ensure that the intent of Zeeland's Zoning Ordinance is preserved, that public safety is secured, and that substantial justice is done. It is composed of ordinary citizens who have devoted considerable time to understanding the Ordinance and under what circumstances variances to it may lawfully be granted.

Its members are bound to being impartial and to abiding by the Ordinance and by state statutes and case law that govern the granting of variances. They do not take their responsibilities lightly, for they know that granting a variance is essentially granting a citizen permission to break the law. Three members of the Board must vote the same way in order for a dimensional-variance decision to be binding, four members for a use variance. Decisions of the Board are appeal-able to the 20th Judicial Circuit Court.

**Second, what happens at Zeeland ZBA meetings:** The Chairperson of the Board announces the cases that are to be heard in the order determined by the Zoning Administrator.

In each instance, the Zoning Administrator describes the case, emphasizing those factors he believes have made an appeal necessary. The Board may ask questions of the Zoning Administrator to be sure it understands the facts of the case as he/she sees them. Any communications that may have been received relevant to the case are read at this time.

Then the applicant (or someone representing him/her -- an attorney, architect, builder, etc.) presents his/her case. The Board will ask the applicant or his/her representative questions as well.

After that, others wishing to present evidence to support the applicant's case may do so.

Next, those opposed to the variance requested may testify.

Then the applicant may make his/her closing arguments.

Any number of persons may testify pertaining to a particular case, but the Board will likely advise a group of people of like mind on an issue to appoint one of its members to be its spokesperson. The ZBA chairperson, also in the interest of time, may limit testimony to new information.

After the Board is satisfied it has received all the relevant testimony it can expect, the hearing is closed and deliberation begins. The Board may or may not call for further testimony after the hearing is closed.

The Board tries to reach a decision before it adjourns but may find it needs more evidence before it can decide on a case. Whatever the situation, the Board will eventually vote to grant the variance as requested, grant it with conditions, grant it in part, postpone a decision for up to 60 days, or deny the request altogether.

**Third, how to prepare for the hearing:** The questions in the application are based upon the Zoning Ordinance itself. Information provided is important to making a case. It should be as complete and clear as possible; anything less risks the Board having to delay its decision.

An applicant will benefit from reading carefully those sections of the Ordinance that pertain to his/her case, being sure not to overlook the section on variance procedures (Chapter 2).

Also, an applicant would be wise to organize his/her **oral testimony** according to the questions on the application, elaborating on the points he/she made there. This will streamline the process because the Board will almost certainly come to the hearing prepared to base many of its questions upon an applicant's written comments.

Before and during the oral testimony, it is important to bear in mind that the Board is committed to being impartial, to dealing justly in each instance, applying the standards of law consistently, and balancing the rights of the applicant with the welfare of the community. Thus, the more information it has -- and the more clearly that information is presented -- the better job the Board will be able to do.

In that regard, an applicant should not be alarmed if some of the Board's questions seem to be pursuing some point that seems not to favor the applicant's position nor be surprised if some of its questions seem to be "making the case" for the applicant. It is all in the pursuit of getting at the facts, of finding an appropriate basis for a decision.

#### **Fee Schedule**

<b>Zoning Board of Appeals Application</b>	<b>Cost</b>
Zoning Board of Appeals Application for Regular Meeting Hearing for a Single Family Residential Matter	\$250
Zoning Board of Appeals Application for a Non-Single Family Residential Matter	\$350
Zoning Board of Appeals Application for a Special Meeting Hearing	\$500
Other Zoning Board of Appeals Matters	\$500