

HUNTINGTON WOODS ZONING BOARD OF APPEALS

The Zoning Board of Appeals generally meets on the second Monday of each month at 7:30 p.m. in the City Commission Chambers, 26815 Scotia Rd. The deadline to apply is approximately one month before the meeting (call the Planning Department at 248/541-4300 for exact dates).

The Board is comprised of 7 regular members and 2 alternate members appointed by the City Commission to serve without compensation. The Board interprets the zoning ordinance, grants variances from the provisions of the zoning ordinance and decides other matters as authorized by City Code.

Appeals are usually brought to the Board by a person aggrieved by a decision of the Building Inspector or other agent of the City. An appeal stays all proceedings in furtherance of the action appealed from, unless such stay would cause imminent peril to life or property. This generally stops the Building Inspector from issuing citations for violations until after a decision has been rendered.

Procedure

1. Submit your completed application, a letter containing your reasons for the appeal, 10 copies of your plans, photos or other graphic information, and the appropriate fee to the Building Department.
2. The Department will schedule your appeal for the next regular meeting following the appropriate application deadline date.
3. At least 15 days prior to the hearing, the Department will publish the required notice in the newspaper and mail the notice to all property owners and residents within 300 ft. of your property.
4. The Department will transmit all records regarding your appeal to the Board of Appeals.
5. At the hearing, you may appear in person, by agent or by attorney.
6. The Board of Appeals may reverse, affirm or modify a decision of the Building Inspector or other enforcing officer.
7. The concurring vote of a simple majority of the full Board (4 votes out of 7) is necessary to reverse any decision of the enforcing officer or to decide in your favor, except a concurring vote of a 2/3 majority (5 out of 7 votes) is required to approve a land use variance.
8. The Board must decide each case within a reasonable length of time. Most decisions are rendered during the meeting at which your appeal is heard.
9. The decision of the Board of Appeals is final, however you have the right to appeal the decision to Circuit Court.

CITY OF HUNTINGTON WOODS

**APPLICATION FOR APPEAL
TO THE ZONING BOARD OF APPEALS**

A statement and reasons for the appeal, maps or other graphic information (10 copies) and a fee in the amount of:

\$150.00 for Zones R-1A, R-1B, R-1C, R-1D, R-1E & 2

\$200.00 for Zones 2A & 3 or

\$850.00 for a Use Variance - all zones

shall be submitted to the City Clerk along with this completed application.

Appellant _____

Address _____

Telephone _____
(home) (business)

If the appellant is not the owner, attach a signed and notarized statement from the owner that the appellant is officially acting on the owner's behalf.

Location of Property _____
(street address)

Sidwell Number 25 - _____ - _____ - _____

Pursuant to Chapter _____, Article _____, Section _____ of the City Code, the undersigned hereby makes application to the Zoning Board of Appeals for:

INTERPRETATION _____ VARIANCE _____ SPECIAL EXCEPTION _____ OTHER _____

The appellant's signature on this application grants permission for Zoning Board of Appeals members and City staff to make an on-site inspection of the appellant's property for the purpose of gaining a better understanding of the appeal.

Signature of Appellant Date

DECISION: The appeal was granted/denied on _____
Date

Notes:

Secretary