



Non-refundable
application fee of \$350
due at submission

Date: _____

Variance Request Application

Required for all new construction, additions, accessory structures, decks, pools, signs, and chicken permits under the City of Harrison Zoning Ordinance.

1. Applicant and Property Owner Information

Applicant Information

Owner Information (If Different)

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

E-Mail: _____

E-Mail: _____

2. Property and Request Information

Parcel ID: 070-_____-_____-_____ Zoning District: _____

Project Address: _____

Applicant Description of Request

Describe the situation, what you are trying to do, and why zoning relief is being requested. The Zoning Administrator will determine whether the request is a dimensional variance, an ordinance interpretation, or an administrative appeal.

3. Required Submittals

All materials must be submitted before a hearing can be scheduled. The Zoning Administrator will determine completeness.

A. Required Documents

- Completed Variance Request Application
- One complete paper copy of a sketch, survey, or site plan showing the feature related to the request
- Digital copy of any sheet larger than 11x17
- Copy of the zoning decision being appealed, if applicable. If unavailable, City staff will place the administrative decision on file.
- Written description explaining the reason for the request

B. Additional Documentation (If Applicable)

- Utility or engineering information relevant to the request
- Documentation supporting the need for an interpretation
- Other information reasonably required to verify ordinance compliance

4. Dimensional Variance Hardship Criteria

Michigan law requires that all dimensional variance requests meet specific hardship criteria under MCL 125.3604(7). Applicants must answer each question in plain language.

A. What physical conditions of the property make compliance difficult?

Examples: narrow lot, steep slope, unique shape, irregular lot lines.

B. How do these conditions prevent you from meeting the zoning requirement?

C. Explain how these conditions were not created by you.

Examples: platted lot, pre existing features, natural conditions.

D. Explain why the variance will not negatively affect neighbors or the surrounding area.

E. Explain why this is the smallest variance needed for reasonable use of the property.

F. Explain why granting the variance will not create safety issues.

****Attach additional sheets as necessary****

5. Hearing Process and Notification

The City will notify the applicant of the hearing date by mail at the same time all legal notices are mailed to surrounding property owners. Hearing dates are based on the next available Zoning Board of Appeals meeting that satisfies statutory notice requirements.

6. Applicant Certification

I certify that the information submitted in this application is true and accurate. If I am not the property owner, I certify that I am authorized to act on the owner's behalf. I understand that incomplete applications will not be scheduled for a hearing.

Applicant Signature: _____ Date: _____

Property Owner Signature _____ Date: _____
(if different)

7. City Review (For Office Use Only)

Date Completed Application Received: _____

Fee Received at Submission: Yes

Zoning Administrator Comments:

Public Notice Verification (For Office Use Only)

Required under MCL 125.3103.

Date notices mailed: _____

Initials: _____

Date published in newspaper: _____

Initials: _____

Newspaper used: _____

Initials: _____