

SUPERIOR CHARTER TOWNSHIP

Zoning Board of Appeals Application

Article 16 Zoning Board of Appeals

Purpose. Use this application for an administrative appeal, an ordinance or map interpretation, or a non-use variance. The Zoning Board of Appeals cannot grant a use variance or decide conditional use or Planned Community matters.

Ordinance reference. Article 16 of the Superior Charter Township Zoning Ordinance.

Current fee schedule. Fees below are from the Planning and Zoning Fee Schedule adopted May 2025. The fee schedule in effect on the filing date controls. Application fees are nonrefundable. Escrow funds pay actual consultant and administrative review costs; additional deposits may be required, and unused funds are returned after the project is complete.

Request Type

- ☐ Non-use variance
- ☐ Administrative appeal
- ☐ Ordinance text interpretation
- ☐ Official Zoning Map interpretation

Ordinance section(s):

Relief or interpretation requested:

Administrative decision appealed: *Official, date, and written decision*

Administrative appeal deadline. File within 60 calendar days of the order, requirement, decision, or determination being appealed. Attach the decision and clearly state the grounds for appeal.

Fees

Application type	Application fee	Escrow deposit
Single-family residential	\$200	\$1,000
Non-single-family residential	\$750	\$1,000

Payment. Pay the application fee and escrow deposit to the Township Treasurer when filing. No action will occur until all required amounts have been accepted.

Limits on ZBA Authority

The ZBA may decide administrative appeals, interpretations, and non-use variances.

The ZBA may not change a zoning district or amend the ordinance.

The ZBA may not grant a use variance or allow a prohibited use.

The ZBA may not reduce required lot area or road frontage below the district minimum.

The ZBA may not hear conditional use or Planned Community matters.

Applicant and Property Information

Applicant name:

Applicant address:

Applicant phone and email:

Applicant interest in property: *Owner or authorized representative*

Property owner name:

Owner address, phone, and email :

Property address:

Parcel identification number:

Property size: *Acres and dimensions*

Zoning District classification:

Existing use:

Proposed building, addition, or use:

Size and description

Adjacent zoning districts:

North, south, east, and west

Prior land-use applications:

Type, date, and disposition

Variance Request and Standards

Complete for a variance. The applicant bears the burden of demonstrating that every standard in Section 16.08.B is met. Neighboring nonconformities or prior variances are not grounds for a new variance.

1 Identify the exact dimensional or other non-use requirement and the minimum variance requested

2 Describe unique conditions or circumstances of the land, structures, or buildings that do not generally apply in the district

3 Explain why the circumstances were not created by the applicant

4 Explain how literal enforcement would deprive the property of rights commonly enjoyed by other property in the same district

5 Explain why approval would not grant a special privilege unavailable to other property in the district

6 Explain why the requested relief is the minimum necessary for reasonable use

7 Explain how the variance is consistent with the ordinance and will not harm the environment, neighborhood, or public interest

Administrative Appeal or Interpretation

Identify the challenged order, requirement, decision, ordinance language, or map boundary and attach the relevant record

State the grounds for the appeal or the interpretation requested

Administrative appeal standard. A decision may be reversed only if it was an abuse of discretion, arbitrary or capricious, or based on an erroneous material fact or ordinance interpretation.

Submission Checklist

- ☐ Completed application and signed owner authorization if filed by someone other than the record owner.
- ☐ Legal description, property address, parcel number, zoning classification, and adjacent zoning classifications.
- ☐ Accurate scaled drawing correlated with the legal description, showing property lines and dimensions; existing and proposed structures and uses; setbacks and other dimensions; lot area and required calculations; wells, septic systems, easements, significant trees, and natural features.
- ☐ Written decision and relevant record for an administrative appeal.
- ☐ Written responses to all variance standards, if applicable.
- ☐ Preliminary site plan action, if Sections 8.17 and 16.09 apply.
- ☐ Application fee and escrow deposit accepted by the Township Treasurer.

Public hearing and decision. The ZBA holds a public hearing on each request. A complete and accurate application must be scheduled for hearing within 90 calendar days. The ZBA generally decides the matter within 180 calendar days after the hearing, unless extended by written agreement.

Variance duration. A variance generally expires unless the authorized building permit is issued and work is diligently pursued, or the authorized occupancy begins, within 180 calendar days. One extension of up to 180 days may be requested in writing for good cause.

Applicant Certification and Authorization

I certify that the information in this application and all accompanying materials is complete and accurate to the best of my knowledge. I authorize Township officials, employees, and consultants to enter the subject property at reasonable times for review and inspection related to this application. I understand that approval does not authorize work that requires other Township, county, state, or federal permits.

Applicant printed name

Applicant signature and date

If the applicant is not the fee simple owner, the owner must sign below or provide separate written authorization.

Owner printed name

Owner signature and date

Township Use

Application number <i>Township use</i>	Date submitted <i>Township use</i>
Date deemed complete <i>Township use</i>	Meeting or hearing date <i>Township use</i>
Application fee received \$	Escrow received \$
Treasurer acceptance <i>Name and date</i>	Zoning Administrator review <i>Name and date</i>