



Bloomfield Township Planning Division
P.O. Box 489, 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7795 ■ Fax: 433-7729
Website: www.bloomfieldtwp.org

ZONING BOARD OF APPEALS APPLICATION - 1

**PLEASE NOTE: THE ITEMS UNDER APPLICATION CHECKLIST MUST ACCOMPANY YOUR APPLICATION.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**APPLICATIONS ARE ACCEPTED NO LATER THAN THE FIRST DAY OF THE MONTH PRIOR TO THE MEETING
OR WHEN THE 20TH AGENDA ITEM HAS BEEN SUBMITTED.**

**Please note: The homeowner, applicant or other representative on behalf of the homeowner, must
attend the Zoning Board of Appeals meeting in order for the Board to take action.**

APPLICATION CHECKLIST – Complete applications must include items below:

- ☐ Signed and completed application.
- ☐ Completed questionnaire(s) as applicable - (See page 4 for Dimensional Variance requests,
See Page 5 for Permission requests).
- ☐ Application fee – check or cash payable to Bloomfield Township. See attached fee schedule.
- ☐ A narrative / letter of explanation (on a separate sheet) explaining the reason(s) for the request.
- ☐ A landscaping plan (proposed and/or existing) is required for new construction, accessory structures,
fences and retaining walls. A landscaping plan shall indicate types, height at time of planting, and
species of plantings (see page 6 of application for example).
- ☐ Two (2) complete sets of scaled drawings, both full size (for new construction, additions/alterations) and
reduced 8 ½ X 11 inch indicating:
 1. Accurate dimensions (height, width and length) of the proposal including details on the type of
materials and proposed color.
 2. Elevations (front, sides and rear) showing building materials and window and door locations.
 3. Full site plan with accurate dimensions from all lot lines to the proposal.
- ☐ Color site photos (see page 6 of application)
- ☐ A CD or thumb drive containing all plans and photos submitted.
- ☐ **Subdivision Association comments should be provided no later than the night of the scheduled
meeting.** Associations will be notified as part of legal noticing.

OBTAINING PERMIT(S) AFTER RECEIVING ZBA APPROVAL:

- ZBA approval is good for a period of 1 year. Therefore, the project must be started within that
timeframe. Note: The required permit(s) must be obtained prior to commencing work.
- As a courtesy, the Building Division will notify the subdivision association if association comments
are not shown on the plans at the time of application for building permits.
- Building permit applications must be submitted with separate copies of plans (contact the Building
Division at 248.433.7715 for further information). Building permits will be issued upon compliance
with building codes and Township ordinances.



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ZONING BOARD OF APPEALS APPLICATION - 2

GENERAL INFORMATION:

Owner's Name: _____ Phone: _____

Address: _____

Fax: _____ Email: _____

Contact Name: _____ Phone: _____

Business Name: _____ Phone: _____

Address: _____

Fax: _____ Email: _____

SUBJECT PROPERTY:

Address: _____

Parcel(s) tax ID number(s): _____

APPEAL:

Provide a detailed description of your request on Page 6.

Pursuant to Article II, Section 42-53 of the Zoning Ordinance, the undersigned hereby makes application to the Board of Zoning Appeals for either:

☐ Dimensional Variance: Required _____ Proposed _____
Required _____ Proposed _____

(PLEASE COMPLETE PAGE 4 OF THE APPLICATION)

☐ Permission Request (Accessory Structure Uses): _____

(PLEASE COMPLETE PAGE 5 OF THE APPLICATION)

☐ Interpretation: Section No. _____

Has a building permit been refused for this request? _____

If you are applying for a fence, is there a dog/dogs on the property? _____

Is this an existing condition? If so, is this appeal the result of an Ordinance Violation? _____

☐ Subdivision Association comments? _____
If not, please provide prior to the meeting.

ZONING BOARD OF APPEALS APPLICATION - 3

Signature of Owner:

By signing this application, the property owner and contact person are indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner. An application fee is required at the time of application in accordance with the fee schedule as adopted by the Board of Trustees.

I hereby authorize the employees and representatives of Bloomfield Township to enter and conduct an investigation of the above referenced property.

Signature of Property Owner(s)

Date

Print Name of Property Owner(s)

Date

Signature of Contact Person

Print Name of Contact Person

Date

OFFICE USE ONLY:

Date Filed: _____ Application accepted by: _____

Fee Paid: _____ Receipt Number: _____

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DIMENSIONAL VARIANCE STANDARDS QUESTIONNAIRE

A Dimensional Variance is a variance from any standard requirement of the ordinance such as deviation from setbacks, parking, landscaping, density, height or bulk regulations. A Dimensional variance requires you to prove practical difficulty. The standards that the Zoning Board of Appeals will use in determining whether a practical difficulty exists require you to provide responses to the following questions. Additional information may be attached.

1. Why would strict compliance with the zoning ordinance prevent you from using your property for a permitted purpose or be unnecessarily burdensome?

2. Why is your variance request fair to other property owners?

3. Would a lesser variance than you are requesting allow you to use the property as desired?

4. Describe the circumstances unique to your property (that are not generally applicable in the immediate area or to other properties in the same zoning district), which create the need for the variance.

5. Explain why the need for the requested variance is not self created (due to the actions of the applicant, owner, or their predecessors).

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PERMISSION REQUEST FOR ACCESSORY STRUCTURES/USES QUESTIONNAIRE

Section 42-5.1 of the Bloomfield Township Zoning Ordinance provides that accessory structures proposed to be added to a lot containing an already existing principal building or use shall be subject to review and approval of the Zoning Board of Appeals. **Please note, structures meeting provisions under General Exceptions, Section 42-3.10 are exempt from this requirement.** Specifically, the Board of Zoning Appeals when considering whether to approve an accessory structure that is proposed shall apply the standards that are set forth in Section 42-7.6. All uses as listed in any district requiring Board approval for a permit shall be of such location, size, and character that, in general, it will be in harmony with the appropriate and orderly development of adjacent properties. The standards the Zoning Board of Appeals will use in determining whether an accessory structure should be approved require you to provide responses to the following questions. Additional information may be attached.

1. What is the nature and intensity of the use and how will it affect adjoining properties?

2. How will the size, layout, and its relation to pedestrian and vehicular traffic to and from the use, cause disruption to adjacent properties?

3. How will the location and height of buildings; the location, nature and height of walls, fences; and the nature and extent of landscaping of the site be such that it will not negatively impact adjacent land and buildings?

4. How will the nature, location, size, and site layout be harmonious to the neighborhood?

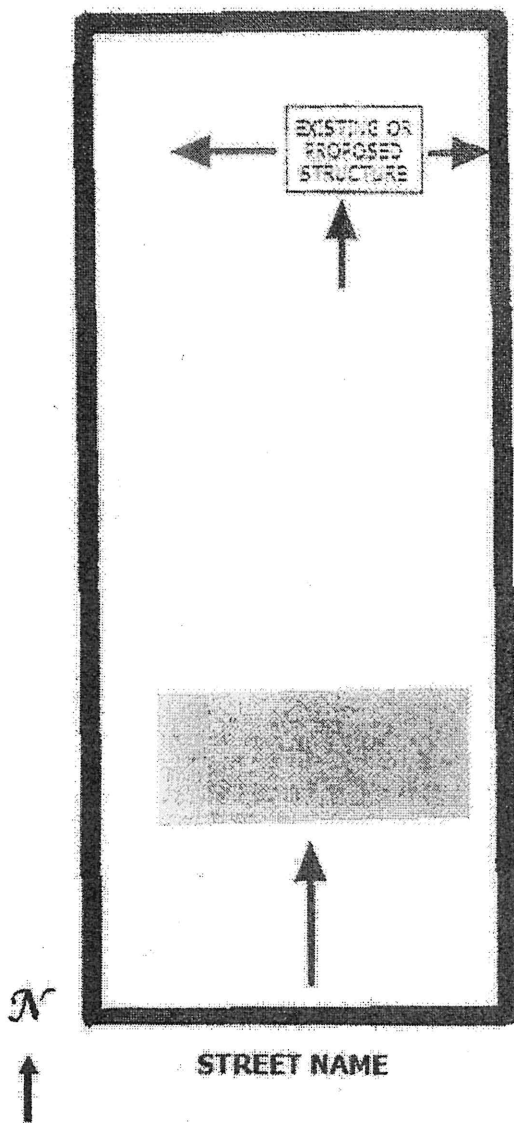
5. How will the location, size, intensity, and site layout be objectionable to nearby dwellings, by reasons of noise, fumes or flash of lights to a greater degree than is normal, or interfere with adequate supply of light or air, or increase the danger of fire or otherwise endanger the public safety?

ZONING BOARD OF APPEALS APPLICATION - 6

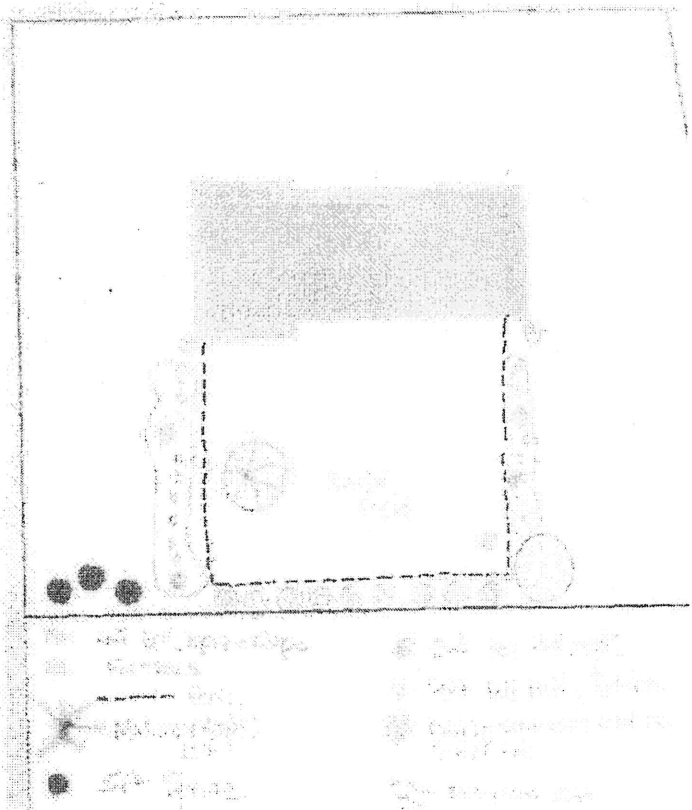
EXAMPLE #1 - Colored Site Photos – Please take site photos of your property with the directions labeled on each picture. See example below for the angles / views you should include within your application. Be sure to include a picture of the front of the home, a picture toward the existing/proposed structure location, and views facing away from the structure.

EXAMPLE #2 - Landscape Plan – See example below for what should be included in the landscape plan being submitted with your application: type of plantings, species and height at time of planting.

EXAMPLE #1



EXAMPLE #2



ZONING BOARD OF APPEALS APPLICATION – 7

SCHEDULE OF 2025 ZONING BOARD OF APPEALS MEETINGS

Meetings begin at 7:00 p.m. on the second Tuesday of each month, at the Township Hall, 4200 Telegraph Road. In the event of a holiday or Election Day, the Zoning Board of Appeals meetings are typically held on the third Tuesday of the month.

In the event a meeting date needs to be changed, the Board members will be notified and a notice will be posted at Township Hall.

APPLICATIONS ARE ACCEPTED NO LATER THAN THE FIRST DAY OF THE MONTH PRIOR TO THE MEETING OR WHEN THE 20TH AGENDA ITEM HAS BEEN SUBMITTED.

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 21 – Meeting starts at 6:30

November 11 – Meeting starts at 6:30

December 9 – Meeting starts at 6:30

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PLANNING FEE SCHEDULE

Site Plan Review	
Non-residential	\$1,860 + \$10/1000 gross bldg. sq. ft.
Residential	\$2,050 + \$25 per unit
Design Review Board	
Design/Site Improvement Review	\$250 + \$50 Ordinance fee
Special Event	\$250 + \$50 Ordinance fee
Sign Review	\$250 + \$50 Ordinance fee
Special Use	\$200 + \$50 Ordinance fee
Rezoning/Zoning Ordinance Amendment	\$1,500
Subdivision (Plat) Review	\$2,050 + \$25 per lot
Lot Split Request (Lot line adjustment excluded)	\$1,350

Zoning Board of Appeals

Non-residential

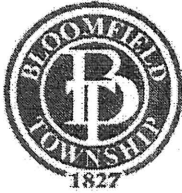
Variance request	\$500
Permission request	\$500
Ordinance violation	\$1,000

Residential

Variance request	\$325
Permission request	\$225
Ordinance violation - Variance	\$650
Ordinance violation - Permission	\$450

Wireless Communication Facility	\$1,430
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1. Revised submittals for review shall be half of initial fee for each occurrence
2. Consulting Review Fees – The applicant shall be responsible for any costs incurred by consultants, including but not limited to traffic and environmental, contracted by the Township to review the proposed site plan as determined by the Department pursuant to Chapter 2, Article V, Division 2, Section 2-111—2-117.
3. Site plan fees submitted for Planning Commission review includes an initial review by the Design Review Board.



ZONING BOARD OF APPEALS

WHAT TO EXPECT AFTER SUBMITTAL OF YOUR APPLICATION

- A Township Planning Division staff member will contact you if any additional information is required for your application; otherwise your application is complete for the Board's consideration.
- Please note, not all photos submitted with your application will be used in the PowerPoint prepared by Township staff.
- If you have not done so already, please contact your homeowner's association as soon as possible, to allow them an opportunity to review your plans prior to the public meeting. You may also contact adjoining property owners to allow them to review your plans, and see if they will provide you a letter or email of support (forward to Planning staff to be added to your application file).
- If the need for any revisions to your application or plans should arise, please contact Planning staff immediately so that we can determine if changes can be addressed at the same meeting.
- Fifteen days prior to the public hearing, legal notices are mailed to all property owners and homeowner's associations within 500 ft. of the subject property.
- An agenda will be posted to the Township's website the Thursday prior to the public hearing. Check this if you would like to see the order of the agenda:
<https://bloomfieldtwpmi.documents-on-demand.com/>
- The night of the public hearing, the ZBA chairman will ask each applicant to come to the podium and briefly explain their request. Be prepared to answer any questions from the Board. It is not necessary to bring your plans since staff will have a PowerPoint presentation containing the plans.
- The ZBA can approve, deny, or table your request (or any portion of it) to the next meeting.
- If approved, remember to apply for required permits with the Building Division within the timeframe noted in the ZBA's motion. You do not need documentation showing ZBA approval since this is handled internally.
- **Planning staff is here to assist you through this process. If you should have any questions, please contact Andrea Bibby: abibby@bloomfieldtwp.org at 248.433.7795.**