

## NOTICE TO ALL ZONING BOARD OF APPEALS APPLICANTS

Dear Applicant,

While the process of appealing for a variance on your project may seem complicated, it really is just a series of simple steps to make sure the project you are undertaking is the safest and most efficient it can be.

Zoning Ordinances were originally designed to make sure areas within a township or municipality are harmonious and sustainable. This means property values and safety should be insured for all owners and neighbors of property within a district. While the idea of basic rules for homes and businesses is good, it is very hard for regulations in today's world to sometimes work with homes, businesses and buildings that may have been in existence for some time or even over a hundred years. Knowing this, the State of Michigan enacted legislation for Zoning Boards of Appeal by which property owners who were and are adversely affected by zoning regulations can appeal to a board of their peers for relief.

A Zoning Hearing is really no different than any other legal hearing and should be taken quite seriously. The more information you provide to back up your case for a variance, the better your chances are for a decision in your favor. Please take your request for a variance seriously and **provide all the information requested on the application**, as well as any additional information that may help your case.

Your neighbors can be extremely helpful in getting a favorable decision on your project. Let them know early on about your plans and get their input before applying for a hearing. In some cases, you may want to get help with your case, but in most instances the information you need to provide can be easily obtained with some diligence on your part.

The staff of Northfield Township's Building and Zoning Departments can assist you if you ask for their help. While some Zoning Board members may not want to talk to you too much about your case because they want to remain objective, it certainly does not hurt to try to let them know about your property and circumstances as much as possible at the hearing. Your circumstances are often as important as the facts concerning the property and structure. Each zoning case is unique unto itself, and keeping your request to a minimum helps your case.

Lastly, zoning cases can sometimes be frustrating. One of the most important things you can do at the Appeal to the Zoning Board is to keep your patience. The Zoning Staff and the Zoning Board do their very best to find a compromise between the Zoning Ordinance and the needs of individual property owners, so please bear with them while they try to help you.

Applicants must submit their application and supporting documents within thirty (30) days prior to the next available meeting. Applicants must have proposed building area staked ten (10) days prior to meeting. Thanking you in advance for your hard work and patience.

The Zoning Board and Northfield Township Staff.