

Return by Mail or Email:

City of Rogers City
City Planner
193 E Michigan Ave.
Rogers City, MI 49779

tkuznicki@rogerscity.com

**CITY OF ROGERS CITY
ZONING BOARD OF APPEALS
VARIANCE APPLICATION**



If you have any questions, please contact Toby Kuznicki at 989-734-2191 ext. 205 or email tkuznicki@rogerscity.com. Please refer to the City of Rogers City's website at www.rogerscity.com to view the Zoning Ordinance.

THE REQUEST WILL NOT BE PROCESSED UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE REQUIRED INFORMATION IS INCLUDED IN THE APPLICATION AND AN APPLICATION FEE HAS BEEN PAID – NO EXCEPTIONS! NO WORK, INCLUDING EARTHWORK, MAY COMMENCE UNTIL THIS APPLICATION IS APPROVED.

For Office Use Only:	
Fees: _____	<i>Application Received Stamp</i>
<input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family, Commercial, Industrial Request	
<input type="checkbox"/> Application Complete: Receival Date: _____	
<input type="checkbox"/> Application Incomplete: _____	
Date of Hearing: _____	<i>Payment Received Stamp</i>
Date Zoning Permit Issued: _____	
Zoning Permit #: _____	

PLEASE FILL IN INFORMATION BELOW THIS LINE ONLY

Section 1: Type of Variance

- Dimensional Variance Administrative Review Use Variance
- Interpretation of the Ordinance Other (please specify): _____

Section 2: Contact Information

Applicant Name(s): _____

Address: _____

Phone #: _____ Email: _____

Property Owner(s), if different than applicant: _____

Address: _____

Phone #: _____ Email: _____

Interest in the property if not the property owner (Attach proof of interest in the property):

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Section 3: Property Information

Property Address: _____

Parcel ID Number: _____

Parcel ID Number: _____

Parcel ID Number: _____

Parcel ID Number: _____

Zoning District: _____ Existing Use: _____

Total area of site: _____

Square Footage of Existing Building(s):

Structure: _____

Accessory Structure (e.g. detached garage, shed, etc.): _____

Number of Stories: _____ Floor Area per Story: _____

Section 4: Variance Request

Describe the variance request, including the specific section of the ordinance you are appealing and the reasons for the appeal (attach additional sheets, if needed):

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Square Footage of Proposed Building(s):

Proposed Number of Floors: _____ Proposed Total Height: _____

Setbacks	Required Setback (Fill in the Distance)	Proposed Setback (Fill in the Distance)
Front		
Side 1		
Side 2		
Rear		
Setback (distance) between principal building and accessory building		

Describe the proposed uses of the property (attach pages as necessary):

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Section 5: Required Site Plan and/or Plot Plan

Please use the space below or attach a plot plan (see example below). At a minimum indicate the following:

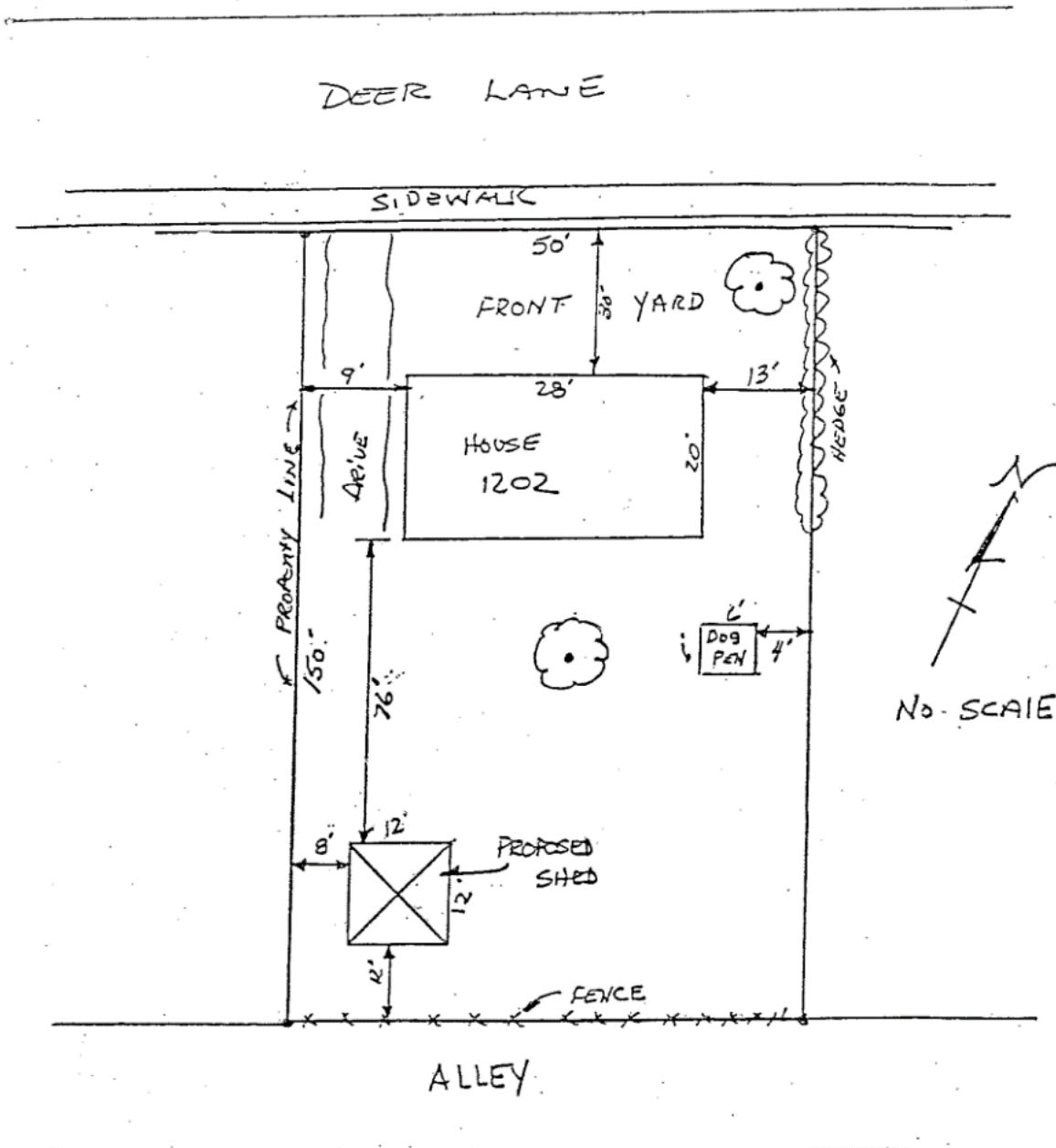
- Parcel ID Number.
- Show the location, shape, and dimensions of the lot and property lines.
- Show all required setback distances from the property lines and between structures.
- Show the location and configuration of the lot access and driveway(s).
- Show the location of all abutting rights-of-way and alleys.
- Show the location, shape, dimensions, and height of all existing and proposed structures.
- Show the north arrow.

A large rectangular area filled with a fine grid of small squares, intended for drawing a site plan or plot plan. The grid is approximately 40 units wide and 60 units high.

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Plot Plan Example



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Section 6: Establishment of Practical Difficulty for a Dimensional Variance

Please provide a response to all six criteria. To establish practical difficulty, the applicant must establish all of the following:

1. Explain how the need for the requested variance is due to unique circumstances or physical conditions of the property involved, such as narrowness, shallowness, shape, water, or topography that do not apply generally to other properties in the surrounding area and will not be recurrent in nature, and is not due to the applicant's personal or economic hardship:

2. Explain how strict compliance with the regulations governing area, setbacks, frontage, height, bulk, or density would reasonably prevent the property from being used for a permitted purpose or would render conformity unnecessarily burdensome:

3. Explain how the requested variance is the minimum amount necessary to overcome the inequality inherent in the particular property and would give substantial relief to the property owner and would be consistent with justice to other property owners: _

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4. Explain how the requested variance is not the result from the action(s) of the property owner or previous property owner (self-created):

5. Explain how the requested variance will not cause a substantial adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or zoning district and will not impair an adequate supply of light and air to adjacent property, unreasonably increase the congestion in public streets, or increase the danger of fire or endanger the public safety, or in any other respect impair the public health, safety, comfort, morals, or welfare of the inhabitants of Rogers City:

6. Explain how the requested variance will be in harmony with the general purpose and intent of the Rogers City Zoning Ordinance:

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Section 7: Establishment of an Unnecessary Hardship for a Use Variance

Please provide a response to all four criteria. To establish unnecessary hardship, the applicant must establish all of the following:

1. Explain how the property cannot be reasonably used for any of the uses permitted by right or by Special Land Use permit in a manner consistent with existing zoning:

2. Explain how the need for the requested variance is due to unique circumstances or physical conditions of the property involved, such as narrowness, shallowness, shape, water, or topography and not to general conditions in the neighborhood that may reflect the reasonableness of the zoning:

3. Explain how the proposed use will not alter the essential character of the neighborhood:

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4. Explain how the immediate hardship causing the need for the use variance is not the result from the action(s) of the property owner or previous property owner (self-created):

Section 8: Acknowledgements

I understand the payment of the application fee is non-refundable and is to cover the costs associated with processing this application, and that **it does not assure approval of the request.**

Initial

I acknowledge this application is not considered filed and complete until all the required information has been submitted and all required fees have been paid in full. Once an application is deemed complete, a date and time for a public hearing before the Zoning Board of Appeals will be scheduled, which may not necessarily be the next scheduled meeting.

Initial

I acknowledge this form is not in itself a variance, but only an application for a variance and is valid only with procurement of applicable approvals.

Initial

If the applicant is not the property owner: I certify the proposed variance application is authorized by the property owner, and I have been empowered by the owner to make this application as the owner's representative.

Initial

I authorize on-site inspections of the premises for the purpose of gathering information related to this application.

Initial

I understand either myself or my representative are strongly encouraged to be present at the Zoning Board of Appeals meeting.

Initial

I understand that approval of a use variance requires a 2/3 concurring vote of the membership of the Zoning Board of Appeals.

Initial

Section 9: Signature

I certify the above information is accurate to my fullest knowledge:

Signature of Applicant or Representative

Printed Name of Applicant or Representative

Date

OR

Signature of Property Owner

Printed Name of Property Owner

Date

ZONING APPEAL

ZONING BOARD OF APPEALS PROCESS CHART

TIMELINE

Timeline is a guide and is subject to change

1 **APPLICANT**
PROVIDES CITY CLERK NOTICE OF APPEAL, FEE & 9 COPIES OF PLAN/SURVEY

30 DAYS PRIOR TO ZBA MEETING



2 **ZONING ADMINISTRATOR**
REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES APPEAL ON AGENDA OF AN UPCOMING ZBA MEETING.
CITY PUBLISHES PUBLIC HEARING NOTICE AND NOTIFIES PROPERTY WITHIN 300 FEET

WITHIN 7 DAYS OF APPLICATION SUBMITTAL



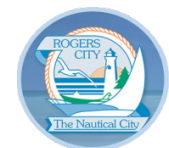
3 **ZBA HOLDS PUBLIC HEARING**
ZONING BOARD OF APPEALS HEARS CASES.
REVIEWS STANDARDS IN ARTICLE 22

WITHIN 30 DAYS OF APPLICATION SUBMITTAL



4 **ZBA DECISION**
ZBA DECIDES UPON CASE
DECISIONS SHALL BE PROVIDED TO APPLICANT IN WRITING STATING REASONS, FACTS AND FINDINGS.

This flowchart provides an overview of the appeals process, for complete details please see Zoning Ordinance Article 22.
City of Rogers City 193 E. Michigan Ave, Rogers City, MI 49779 (989) 734-2191 www.rogerscity.com



**CITY OF ROGERS CITY
COMPREHENSIVE FEE, RATE AND SERVICE SCHEDULE
FOR F/Y 2023/2024**

CEMETERY

Cemetery List	\$50.00
Burial Privilege / Site Transfer	\$25.00
Purchase Price:	
Rogers City Resident	\$600.00
Non-Resident	\$1,000.00
Burial Charges: (winter defined as December 1 to March 31)	
Regular weekday	\$500.00
Saturday, Sunday, or Holiday	\$800.00
Winter weekday	\$800.00
Winter - Saturday, Sunday, or Holiday	\$1,100.00
Infant – regular weekday	\$200.00
Infant - Saturday, Sunday, or Holiday	\$250.00
Infant – winter weekday	\$400.00
Infant – winter Saturday, Sunday, or Holiday	\$500.00
Cremains – regular weekday	\$300.00
Cremains - Saturday, Sunday, or Holiday	\$400.00
Cremains – winter weekday	\$400.00
Cremains – winter Saturday, Sunday, or Holiday	\$600.00
Repairs to graves by special request	Actual Cost
Disinterment at request of gravesite owner	Actual Cost
Disinterment & re-interment at request of gravesite owner	Actual Cost

ENGINEERING DEPARTMENT

Late Fee for permits obtained after work has begun	\$35.00
Blueprint copies (24" x 36") each (old mylar prints)	\$10.00
Color 11" x 17" maps (each)	\$10.00
Color 24" x 36" maps (each)	\$15.00
Sidewalk Permit	\$15.00
Driveway extension and curb cuts permit	\$25.00
House moving	\$50.00
Inspection of sanitary sewer service construction or replacement: (inspection \$30, material costs \$336)	\$366.00
See also Planning and Zoning Department	

**CITY OF ROGERS CITY
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 FOR F/Y 2023/2024**

PLANNING AND ZONING

Late Fee for Permits after work has begun	\$35.00
Copy of Zoning Ordinance	\$50.00
Copy of Comprehensive Plan	\$50.00
Special Meetings	\$200.00
COMMERCIAL, INDUSTRIAL, AND MULTIFAMILY PERMITS	
Signs	\$35.00
Zoning Letter	\$35.00
Site Plan: Site Plan Review by staff	
Construction Costs between \$1 - \$10,000	\$35.00
Construction Costs between \$10,001 - \$100,000	\$150.00
Construction Costs over \$100,000 - Staff Site Plan Review and Planning Commission Site Plan Review	\$225.00
Staff and Planning Commission Site Plan Review with Special Use Permit and Public Hearing	\$300.00
Change of Use	\$35.00
Home Occupation	\$35.00
Street Name Change Request:	\$100.00
New Subdivisions:	
Preliminary plat review fee	\$300.00
Final plat review fee	Actual Cost
Construction review fee (engineering)	Actual Cost
Attorney Fee	Actual Cost
REZONING	
Requests/Ordinance and/or map change	\$300.00
VARIANCES	
Residential request	\$300.00
Multifamily, Commercial, Industrial Request	\$400.00
RESIDENTIAL PERMITS	
New Homes	\$70.00
Additions	\$35.00
Garage/Pole Barns (accessory buildings)	\$35.00

CITY OF ROGERS CITY COMPREHENSIVE FEE, RATE AND SERVICE SCHEDULE FOR F/Y 2023/2024	
<i>PLANNING AND ZONING cont.</i>	
Fences	\$25.00
Patio decks	\$25.00
Irrigation System in ROW	\$25.00
Keeping Chickens	\$25.00
<i>WASTEWATER TREATMENT/SEWER SERVICES</i>	
Connection/Tap-In Fee (To bring service to property line)	Actual Cost/ \$750.00 min.
Frontage or Area Fees: For <i>new construction</i> , Frontage or Area Fees may be charged in order to recover the costs of extending the mains and providing the service for properties that have never had sewer service previously and/or where a sewer main is presently installed to service the premises. Frontage or Area Fees will be computed based upon actual costs of providing the services, including the extension of the mains and leads to the property line. NOTE: Properties in which Special Assessments have been levied or private developers have paid for the costs of utility construction, Frontage or Area Fees may be waived.	Actual Cost
Lab analysis: Cost is per sample - per parameter	
Utilizing in-house lab(pH, TSS, CBOD, Total P, Fecal)	\$40.00 each
Utilizing commercial lab (Paragon Labs)	Cost plus 18% plus freight
Sale of supplies	Cost plus 18%
Surcharges: (For extra strength waste)	
BOD in excess of 200 mg/l	TBD on a case by case scenario at current treatment costs
Suspended Solids in excess of 200 mg/l	
Phosphorous in excess of 5 mg/l	