



City of Traverse City

APPLICATION FEE: \$240.00	Date of Application: _____
Check Number: _____	Date of Public Hearing: _____
Receipt Number: _____	Case Number: _____

**TRAVERSE CITY BOARD OF ZONING APPEALS  
A P P L I C A T I O N**

for Variance, Exception, Appeal, Ordinance Interpretation or Reconsideration

**PROPERTY DESCRIPTION** (legal description AND property address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST AND PROPOSED PROJECT:**

\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY ZONING ADMINISTRATOR:**

Request: Appeal for Administrative Decision	_____
Interpretation of Ordinance	_____
Exception	_____
Variance	_____

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Applicant (if different): \_\_\_\_\_

Relationship of Applicant to Owner: \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED A MINIMUM OF 21 DAYS PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED.**

**REPRESENTATION AT HEARING:** THE APPLICANT OR THE APPLICANT'S AUTHORIZED AGENT MUST BE PRESENT AT THE PUBLIC HEARING TO PROPERLY ANSWER QUESTIONS CONCERNING THE APPEAL. IF THE APPLICANT OR AGENT IS NOT PRESENT, THE APPEAL MAY BE DEFERRED UNTIL THE NEXT MEETING OR DISMISSED AT THE DISCRETION OF THE BOARD. \*\*\* PLEASE NOTE THE REVERSE SIDE FOR SITE PLAN REQUIREMENTS \*\*\*

**SITE PLAN REQUIREMENTS FOR BOARD OF ZONING APPEALS**

To be considered by the Traverse City Board of Zoning Appeals, **thirteen (13) copies** of your site plan including the following items must be submitted to the Planning Department along with your application:

1. **Title box** shall contain the following information:  
Name of firm responsible for work  
Scale of drawing  
North arrow  
Date
2. Indicate and name **adjacent streets and alleys**.
3. Show **centerline and right-of-way** of adjacent streets and alleys.
4. Show and dimension each **lot line**.
5. Show and dimension all **required and actual setbacks**.
6. Show and dimension each **existing easement**.
7. Show the **location of all structures** on the property and the location of buildings on adjacent properties.
8. Indicate **zoning classifications** of all adjacent property.
9. Show **parking spaces** and **size of spaces** in the proposed layout of the parking lot.
10. Show **driveway ingress and egress**.
11. Show proposed **landscaping and screening\*** if part of the request.
12. Any **additional information** required by the Secretary to more clearly represent the request.

\* If landscape materials are proposed in lieu of a masonry screen wall, a landscape plan showing plant materials by name, size and location shall be submitted to the Planning Department with the request for variance.