



ZONING BOARD OF APPEALS APPLICATION GUIDELINES

The Zoning Board of Appeals (ZBA) reviews applications for the following requests:

- **Dimensional Variance** - relief from physical or dimensional standards that apply to a lot or structure.
- **Use Variance** - relief from standards that apply to how a lot or structure is used
- **Administrative Appeals** - relief from decision related to zoning made by the CPED Staff
- **Interpretation of Ordinance** - request to confirm the precise meaning of the ordinance text
- **Temporary Use Approval** - approval of temporary use with a duration of more than 30 days

Staff

Pete Eldridge, Assistant City Planner, (269) 337-8806 or eldridgep@kalamazoo.org

ZBA Application Process

Step 1: Pre-Application Meeting. Before completing the application, schedule a meeting with the Assistant City Planner. Applications will not be noted as complete if this meeting has not occurred first.

Step 2: Application. Please complete general application form and review sheet for specific type of request. Also include any supporting information, plan, or map. Applications are available in person at the Community Planning & Economic Development (CPED) Offices at 245 N Rose Street, Suite 100 or online at www.kalamazoo.org/planningzoningforms.

Step 3: Application Fee. Fee Schedule available at www.kalamazoo.org/cpdfeeschedule/file

Step 4: Completed Application. Please email application and information to eldridgep@kalamazoo.org. The application can be mailed or drop off with the application fee at CPED offices (245 N Rose Street, Suite 100). Complete applications are due four (4) weeks before the scheduled meeting date.

Step 5: ZBA Schedule & Deadlines. ZBA meetings are held on the 2nd Thursday of each month at 7 pm. These meetings are virtual until further notice and can be watched on the [City's Facebook page](#) and [YouTube Channel](#). The list of meeting dates can be found at www.kalamazoo.org/planning.

Step 6: Notice and Outreach. Reaching out to the neighborhood association (if one) and to adjacent property owners about your project is encouraged. Please see Public Participation Plan (www.imaginekalamazoo.com/plans) for information on community engagement.

Step 7: Required Attendance at Meeting. The applicant or representative of the applicant is required to attend the meeting.



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007

(269) 337-8026 • www.kalamazoo.org

ZONING BOARD OF APPEALS APPLICATION

APPLICANT INFORMATION		
Name:		Mailing Address:
City:	State:	ZIP Code:
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
PROPERTY OWNER INFORMATION		
<i>If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.</i>		
Name:		Mailing Address:
City:	State:	ZIP Code:
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone
PROPERTY INFORMATION		
Property Address(s):		
Parcel Identification Number(s):	Zone District (kalamazoo.org/maps):	
TYPE OF REQUEST		
<input type="checkbox"/> Dimensional Variance from Chapter(s) _____, Section(s) _____	<input type="checkbox"/> Appeal of an Administrative Decision	
<input type="checkbox"/> Use Variance to allow _____	<input type="checkbox"/> Interpretation of Zoning Ordinance, Chapter(s) _____, Section(s) _____	
	<input type="checkbox"/> Temporary Use Approval	
Reason for Request:		
ATTACHMENTS		
<input type="checkbox"/> \$ _____ Fee	<input type="checkbox"/> Type Plan detailing variance request, plat, site plan, sketch plan can all be used.	
<input type="checkbox"/> Review Sheet for Request Type	Optional: Photos of property, architecture plans, etc.	
<i>Note: 10 days before meeting provide update on outreach to neighbors or provide any letters of support</i>		
SIGNATURE		
Signature of Applicant:		Date:
Signature of Owner (if different than applicant):		Date: