## Variance Request



## Pre-application meeting

Applicant states his/her reasons for requesting a variance in a written appeal that should be submitted to the Zoning Administrator. Applicant should reference the specific provision or requirement involved.

The Zoning Administrator shall send the written application to the Zoning board of Appeals along with all of the documentation constituting the record upon which the action appealed was taken.

The ZBA shall select a reasonable time and place for the hearing of the appeal and give due notice thereof to the parties and shall render a decision of the appeal without unreasonable delay.

## Notes:

- Zoning Board of Appeals hearings will be scheduled upon request
- Completed variance application must be received at least ten (10) days before ZBA meeting
- Timelines noted are approximate and depend upon response time of the applicant, application submission data and whether plan revisions are needed

## Village Hall

Located at 130 S. Lane St.

Business Hours: 8am-6pm Monday-Thursday

For questions please contact: Zoning Administrator 517-486-4347 Receptionist@blissfieldmichigan.gov

