

ZONING BOARD OF APPEALS - VARIANCE PROCESS

CITY OF TECUMSEH

Step 1

- Meet with City Planner to discuss project.

Step 2

- Applicant submits Zoning Board of Appeals (ZBA) application.
- Timeline: Day 1

Step 3

- Staff reviews application/plan for completeness.
- Timeline: Day 3

Step 4

- Staff sets ZBA Public Hearing, sends out required neighborhood notices and places ad in paper.
- Timeline: Day 7

Step 5

- Staff sends out report of findings/recommendations to ZBA.
- Timeline: Day 23

Step 6

- Applicant attends ZBA Public Hearing; decision to approve or deny by the ZBA normally occurs after the public hearing.
- Timeline: Day 28

Located at:
Tecumseh City Hall
P.O. Box 396
309 E. Chicago Blvd.
Tecumseh, Michigan 48286

Phone: 517-424-6547
Fax: 517-423-3610

Business Hours:
Monday – Thursday
7:00 a.m. – 6:00 p.m.
Closed Friday

For questions please contact:

Brad Raymond
*Building Services
Director and
Building Inspector*
braymond@tecumseh.mi.us

NOTES:

- Application must meet requirements of Section 98-118 of the Zoning Ordinance.
- Per the State of Michigan Zoning Enabling Act, requested variances must demonstrate a practical difficulty, which is defined as:
 - Unique circumstances applying to the property.
 - No adverse effect upon adjacent properties.
 - Need for the variance was not self-created.
 - Variance is minimum necessary.
 - Request is not of a general or recurrent in nature.
- To appeal a decision by the ZBA, an applicant may file suit with Lenawee County Circuit Court.

FEES:

\$325.00

