

REDUCTION OF NONCONFORMANCE REQUESTS

Permission to reduce the nonconformance of signs not meeting the requirements of the Norton Shores Zoning Ordinance are granted or denied by the Zoning Board of Appeals. All requests are first reviewed by the Planning Commission and a recommendation made to the Board. All applications should include a scale drawing that clearly depicts both the existing sign as well as the proposed sign, and demonstrating the degree to which the nonconformance has been reduced. Applicants are encouraged to discuss their request with the staff prior to submission.

Processing Time: 35 to 60 days

Application Fee: \$250.00

FOR CITY USE

Planning Commission Date _____

Z.B.A. Date _____

Date and Time Received _____

CITY OF NORTON SHORES, MICHIGAN
REDUCTION OF NONCONFORMANCE REQUEST

NOTE TO APPLICANT

Meetings of the Planning Commission are scheduled on the second Tuesday of each month at the Norton Shores Library, 705 Seminole Road, at 7:00 p.m. The Zoning Board of Appeals Meetings are held on the fourth Wednesday of each month in the Municipal Building, 4814 Henry Street, at 3:30 p.m.

GENERAL REQUIREMENTS

The Zoning Board of Appeals (ZBA) is created to offer reviews and decisions when an interpretation of the Zoning Ordinance or zoning district boundary is questioned, when an order or decision of an administrative official or body is questioned, when the Zoning Ordinance empowers the ZBA to hear specific uses, or when a variance from the strict interpretation of the ordinance is sought to avoid a specific hardship. A hardship must involve a unique situation rather than one that represents a minor inconvenience. The ZBA is not a legislative body, it does not have the power to rezone or change uses. Any decision of the ZBA must comply with the basic spirit (intent) of the ordinance while maintaining the public health, safety and welfare of the area and the community at large. If the request represents a significant change from the established intent, then an amendment to the Zoning Ordinance may be the proper solution.

In order to expedite a request, certain basic information must be submitted to allow ZBA members the opportunity to properly understand and consider the request. When providing the required information, the applicant may attach additional or supplemental information if deemed useful.

REQUIRED INFORMATION

I. Name of Applicant

Name(s) _____

Address(s) _____

Phone(s) _____

II. Location of Property

Street name and number:

A drawing(s) indicating the following information shall also be attached to the application (such drawing shall be to scale):

1. A drawing of the subject site with property line dimensions.
2. The size and location of existing signage on the subject site and/or buildings.
3. The size and location of the proposed signage on the subject site and/or buildings.
4. Photographs or other exhibits if you feel they aid in clarifying your request.

III. Nature of Request

Summarize the proposed sign reduction including the size and/or height of the existing sign as well as the proposed sign, and how these relate to the maximum size and/or height permitted by the Zoning Ordinance. Include in the summary calculations of the degree of reduction of nonconformance as well as any additional information you feel is pertinent.

IV. Effect of Request on Applicant

What specific problem(s) would be created to the petitioner if the request is not granted? What are the unique conditions that apply to the property or request as opposed to other properties in the area and the City at large?
