



# COMMUNITY DEVELOPMENT DEPARTMENT

## Zoning Board of Appeals Policies and Procedures

- **MEETING DATES:** Regular meetings are held the 2<sup>nd</sup> Wednesday of the month at 6:30 p.m. in the City Commission Chambers at 4243 Remembrance Rd NW.
- **MEETING ATTENDANCE:** The applicant or representative of the applicant **MUST** attend all hearings related to the application.
- **APPLICATION SUBMITTAL DEADLINE:** 30 DAYS PRIOR TO MEETING DATE and scheduling will be based on the date the *completed application* is received. The zoning administrator must publish a public hearing notice in a newspaper of general circulation at least 15 days prior to the meeting, as well as send public hearing notice postcards to all owners of real property within 300' of the parcel in question.
- **APPLICATION FEE:** \$400.00 to be paid at time of application submittal. Application fee is non-refundable.
- **ESCROW DEPOSIT:** An escrow deposit of \$500.00 may be required at the discretion of the Planning Director.
- **SITE PLAN:** Must be submitted with the application. If the site plan does not exceed 11" x 17" in sized, one (a) copy of the site plan may be submitted. If the site plan exceeds 11" x 17" in size, nine (9) copies of the site plan must be submitted with the application. All plans must be folded – rolled plans will not be accepted.
- **APPLICATION MUST BE COMPLETE.**
- **APPLICATION WILL NOT BE PROCESSED IF ANY DOCUMENTATION IS MISSING.**
- **PLEASE HAVE PROPERTY STAKED SHOWING PROPERTY LINES AND THE AREA OF PROPOSED CONSTRUCTION.**



## SECTIONS FROM THE CITY OF WALKER ZONING ORDINANCE

### **PLEASE READ CAREFULLY BEFORE COMPLETING PART 2 OF THE APPLICATION**

#### **Sec. 19.03 - Jurisdiction.**

The board of zoning appeals shall hear and decide appeals from and review any order, requirement, decision or determination made by the building inspector, and shall hear and decide other matters referred to it or upon which it is required to pass under the provisions of this chapter. The board of appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination as in its opinion ought to be made as to the premises, and to that end shall have all the powers granted under the provisions of Act No. 110 of the Public Acts of Michigan of 2006, as amended. Where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of this chapter, the board of zoning appeals shall have power in passing upon appeals to vary or modify rules, regulations or provisions so that the spirit of this chapter shall be observed, public safety secured and substantial justice done.

#### **Sec. 19.04 Variances.**

The board of zoning appeals may grant a variance from the provisions or requirements of this chapter if the board finds from reasonable evidence that all the following facts and conditions exist:

- (A) That there are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district.
- (B) That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.
- (C) That authorizing such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purposes of this chapter or the public interest.
- (D) That the condition or situation of the piece of property or the intended use of such property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation for such condition or situation.
- (E) With respect to the use variance, that the property for which a variance is sought cannot reasonably be used in a manner consistent with existing zoning.

#### **Sec. 19.10 Appeals from the ZBA.**

Any person or any department, board or bureau aggrieved by any decision of the board of appeals may seek review of such decision by a court of record in the manner provided by the laws of the state.

**Please refer to the City of Walker Zoning Ordinance for all other sections regarding the Zoning Board of Appeals.**

<b>APPLICATION PART 1</b>		<b>DATE OF APPLICATION:</b>	
<b>1. PROPERTY OWNER NAME: (if property owner is applicant check here: <input type="checkbox"/> )</b>			
NAME:	PHONE:	EMAIL:	
ADDRESS:	CITY:	STATE:	ZIP:
<b>2. PROPERTY ADDRESS: (address of requested variance)</b>			
ADDRESS:	CITY:	STATE:	ZIP:
PPN: 41-11-			
<b>3. APPLICANT: (if other than property owner)</b>			
NAME:	PHONE:	EMAIL:	
ADDRESS:	CITY:	STATE:	ZIP:
<b>4. ZONING DISTRICT:</b>			
<b>5. CITY OF WALKER ZONING ORDINANCE SECTION BEING APPEALED:</b>			
<b>6. PLEASE DESCRIBE THE NATURE OF YOUR APPEAL:</b>			
<b>7. ADDITIONAL QUESTIONS:</b>			
Does land use conform to current zoning? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Does existing structure conform to current zoning? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Who will represent the applicant?			
What is the applicant's interest in the property?			
Is this requested setback the minimum variance needed?			
<b>8. PLEASE ATTACH THE FOLLOWING:</b>			
<input type="checkbox"/> Legal Description			
<input type="checkbox"/> Survey of Property			
<input type="checkbox"/> Elevation drawings of proposed construction			
<input type="checkbox"/> Proposed site plan (all plans must be folded – rolled plans will not be accepted)			
<input type="checkbox"/> Any maps or photos you wish to include			
<input type="checkbox"/> Responses to Part 2 of the application			
<b>9. I GRANT PERMISSION FOR ZONING BOARD MEMBERS TO MAKE AN ONSITE INSPECTION OF THE PROPERTY.</b>			
Applicant Name (printed)	Applicant Signature		Date:

**APPLICATION PART 2:** Per Section 19.04 Variances. The Board of Zoning Appeals may grant a variance from the provisions or requirements of this chapter if the board finds from reasonable evidence that all the following facts and conditions exist. For a “Dimensional Variance” complete sections A-D. For a “Use Variance” complete sections A-E. **DESCRIBE HOW THE PROPERTY / REQUEST DEMONSTRATES THE FOLLOWING CRITERIA. USE ADDITIONAL SHEETS AS NECESSARY.**

**A.** That there are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district.

**B.** That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

**C.** That authorizing such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purposes of this chapter or the public interest.

**D.** That the condition or situation of the piece of property or the intended use of such property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation for such condition or situation.

**E.** With respect to the use variance, that the property for which a variance is sought cannot reasonably be used in a manner consistent with existing zoning.

**The undersigned hereby represents that the information contained in this application and in attachments is true and correct.**

Applicant Name (printed)

Applicant Signature

Date:



# CITY OF WALKER

## ZONING BOARD OF APPEALS

### 2026 Schedule of Meeting Dates and Application Deadlines

APPLICATION DEADLINE	MEETING DATE
<b>JANUARY 2026</b>	
12/17/25	1/14/26
12/30/25*	1/28/26
<b>FEBRUARY 2026</b>	
1/14/26	2/11/26
1/28/26	2/25/26
<b>MARCH 2026</b>	
2/11/26	3/11/26
2/25/26	3/25/26
<b>APRIL 2026</b>	
3/11/26	4/8/26
3/25/26	4/22/26
<b>MAY 2026</b>	
4/15/26	5/13/26
4/29/26	5/27/26
<b>JUNE 2026</b>	
5/13/26	6/10/26
5/27/26	6/24/26
<b>JULY 2026</b>	
6/10/26	7/8/26
6/24/26	7/22/26
<b>AUGUST 2026</b>	
7/15/26	8/12/26
7/29/26	8/26/26
<b>SEPTEMBER 2026</b>	
8/12/26	9/9/26
8/26/26	9/23/26
<b>OCTOBER 2026</b>	
9/16/26	10/14/26
9/30/26	10/28/26
<b>NOVEMBER 2026</b>	
10/14/26	11/11/26
<b>DECEMBER 2026</b>	
11/10/26*	12/9/26

\*Date changed due to holiday.

The Zoning Board of Appeals meets on the second and fourth Wednesdays of most months.  
 All meetings begin at 6:30 p.m. in the City of Walker Commission Chambers at 4243  
 Remembrance Rd NW.  
 Applications must be received in the Community Development office by 4:00 p.m. on the  
 deadline day.