

# Zoning Board of Appeals

## Interpretations and Appeals

### How do I request an interpretation of the Zoning Ordinance or Zoning Map?

The following must be submitted for consideration:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- One (1) copy of a Letter of Intent clearly explaining the request for interpretation.
- One (1) copy of a sketch plan of the site, if applicable, illustrating the property boundaries and dimensions, existing and proposed structures, existing and proposed streets, and any other pertinent information.
- Review fee.

### How do I initiate an appeal to the ZBA?

The following must be submitted for consideration:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant's driver's license attached (fax copies will not be accepted).
- One (1) copy of a Letter of Intent clearly explaining the action being appealed and the basis for the appeal.
- One (1) copy of a sketch plan of the site, if applicable, illustrating the property boundaries and dimensions, existing and proposed structures, existing and proposed streets, and any other pertinent information.
- Review fee.

### What are the possible outcomes of my appeal?

After a public hearing and review, the Zoning Board of Appeals may reverse or affirm, in whole or in part, or may modify the order, requirement, decision, or determination being appealed.

In making its decision, the ZBA has the authority to assume all powers and duties of the body or official from whom the appeal was taken.

A concurring vote of the majority of the membership of the Zoning Board of Appeals is necessary to reverse an order, requirement, decision, or determination being appealed, or decide in favor of the applicant on any matter.



# Zoning Board of Appeals

## Common Questions

### Do I need to attend any meetings?

You will be notified of all meetings with your application on the agenda. It is strongly recommended that you have representation at all meetings at which your request will be discussed.

Action may be taken by the Zoning Board of Appeals whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

### Can I appeal a decision of the Zoning Board of Appeals?

All decisions of the Zoning Board of Appeals are final.

A party aggrieved by a decision may appeal to the circuit court in accordance with the procedures established by State Law.

### Does action by the ZBA allow me to begin construction?

Zoning Board of Appeals action typically does not authorize construction. Following ZBA action, permits must be sought through appropriate Township departments and other agencies.

In the case of an appeal, the ZBA has the authority to assume all powers and duties of the body or official from whom the appeal was taken. In such cases, the ZBA may issue or direct the issuance of a permit.

### Who do I contact if I have more questions?

Contact the Shelby Township Planning and Zoning Department at:

Phone: (586) 726-7243

Email: [planning@shelbytwtp.org](mailto:planning@shelbytwtp.org)

Address: 52700 Van Dyke  
Shelby Township, MI 48316