



CITY OF DEARBORN
BUILDING & SAFETY DEPARTMENT
4500 Maple . Dearborn, MI 48126

BUILDING BOARD OF APPEALS

INFORMATION AND INSTRUCTIONS

INTRODUCTION

The City of Dearborn has a Building Board of Appeals to provide relief from the requirements of the Michigan Building, Mechanical, Plumbing Codes, the national Electrical code and the City of Dearborn sign ordinance, pursuant to Section 14 of 1972 PA 230. Appeals to the board shall be based on a claim that the true intent of the code or the rules governing construction have been incorrectly interpreted, the provisions of the code do not apply, or an equal or better form of construction is proposed.

FIRST STEP

Call Robert DeBerardino, Building Official at 313/943-3139 to make an appointment to discuss your appeal.

APPLICATION

An application form and other required documents must be filed with the Building & Safety Department. Application forms are available at the Building & Safety Department and also online at cityofdearborn.org. There is a minimum application fee of \$250 and \$100 is required for each additional variance requested. Application fees are due upon submittal. The Building Board of Appeals hears a reasonable number of appeals each month. Please allow at least four weeks for processing your appeal.

REQUIRED DOCUMENTS

1. Three (3) copies of a current site plan (1/8 inch = 1 foot or 1 inch = 20 feet) showing the following:
 - . All buildings and structures showing dimensions and elevations, including distances from adjoining property lines and structures
 - . All property lines and easements with dimensions
 - . The "north" point
 - . The name, address and phone number of person preparing the plan
 - . PLANS MUST BE FOLDED TO 9" x 12" SIZE
2. One set of 8½" x 11" overhead transparencies
3. A current Certificate of Occupancy for the property/business or a copy of an application for a new Certificate of Occupancy for the property/business
4. If the applicant is not the property owner, a Letter of Authorization shall be submitted

PROCESSING

Your application form and required documents will be verified to be complete before being placed on an agenda. You will receive written notification by mail of the date, time and location your appeal will be heard. Your request will be reviewed by the Building & Safety Department Building Official and other city staff as deemed necessary by the Building Official. This department handles notification of adjacent and adjoining property owners, as required by law.

PUBLIC HEARING / MEETING

Regular meetings of the Building Board of Appeals are scheduled for 4 p.m. on the second Wednesday of each month and are conducted in the City Council Chambers at Dearborn City Hall.

You or your representative must attend the meeting and be prepared to explain the request and justify the variance requested.

A Public Hearing is required as part of the Building Board of Appeals meeting. The applicant and all adjacent and adjoining property owners of record on the city tax roll are notified by mail of the date, time and location of the public hearing unless otherwise provided by law. The Board will hear arguments for or against the proposed request.

ACTION OF THE BOARD

- The Building Board of Appeals consists of five members. Three members are required for a quorum.
- Any petition request may be granted as requested, granted with conditions, modified, tabled or denied.
- The decision of the Board is made at the time of the hearing. The decision of the Board is final.
- After the Board's decision is rendered, there is a five day waiting period before a permit may be issued.
- If a permit is not obtained and construction has not commenced within twelve (12) months of the Board's decision, the order of the Board shall be void, pursuant to city ordinance.

NOTICE

YOUR APPLICATION MUST BE FILLED OUT COMPLETELY AND ALL REQUIRED DOCUMENTS MUST BE SUBMITTED IN ORDER TO PROCESS YOUR APPLICATION. THE BUILDING & SAFETY DEPARTMENT WILL NOT BE HELD RESPONSIBLE FOR DELAYS DUE TO INSUFFICIENT OR DEFICIENT DRAWINGS OR DOCUMENTATION.



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FOR OFFICE USE ONLY

Date Submitted _____
Amount Paid \$ _____
Application Number _____
Staff Initials _____

BUILDING BOARD OF APPEALS APPLICATION

PROPERTY INFORMATION

ADDRESS _____

PARCEL ID NUMBER _____

LOT NUMBER

SUBDIVISION

LOT SIZE

REQUEST INFORMATION

Explain the nature of your request, including the unique conditions or hardships which necessitate your request:

HISTORIC INFORMATION

Are you aware of previous appeals involving this property?

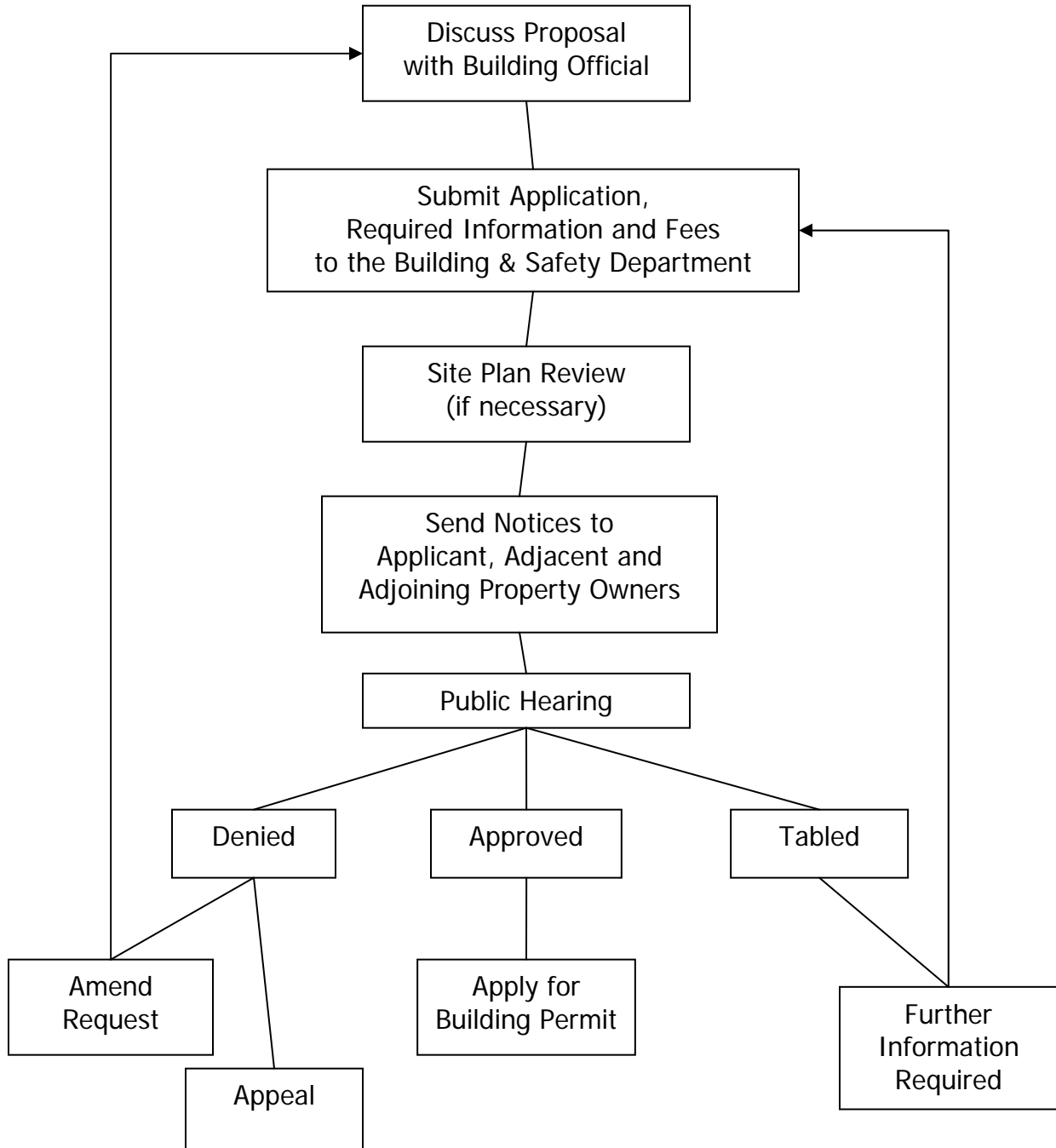
- YES Appeal Number _____
- NO

(continued)

PROPERTY OWNER INFORMATION
NAME (please print)
ADDRESS
PHONE NUMBER
I hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to apply for the requested variance. SIGNATURE _____
Subscribed and sworn to before me this _____ day of _____, _____
_____ Notary Public, Wayne County, Michigan My commission expires _____
<input type="checkbox"/> Letter of Authorization and copy of driver's license or state identification attached

APPLICANT INFORMATION
<i>If Applicant is different from property owner, an Authorization Letter and a copy of property owner's driver's license or state identification must be submitted with this application.</i>
NAME (please print)
ADDRESS
PHONE NUMBER
E-MAIL ADDRESS
DRIVER'S LICENSE OR STATE IDENTIFICATION NUMBER
DATE OF BIRTH
INTEREST IN PROPERTY (IF APPLICANT IS DIFFERENT FROM PROPERTY OWNER)
I affirm that the information provided in this application and the accompanying drawings, which are a part of this application, is accurate. SIGNATURE _____

CITY OF DEARBORN BUILDING BOARD OF APPEALS PROCESS



SAMPLE LETTER OF AUTHORIZATION

(Date)

I, _____, have reviewed the proposed appeal regarding
(Property Owner Name)

my property located at _____ in the City of Dearborn, Michigan
(Address)

and authorize _____ to represent me at the Building Board of
(Representative's Name)

Appeals hearing regarding this appeal.

If you have any questions, please feel free to contact me at _____.
(Phone Number)

Owner's Signature

Subscribed and sworn to before me this _____
day of _____, _____

Address

Notary Public, Wayne County, Michigan

City, State, Zip

My _____ commission expires _____
