



## **CITY OF MIDLAND ZONING BOARD OF APPEALS Application Procedures – Interpretation**

The applicant will provide the following information:

1. A typewritten, or clearly handwritten letter outlining the interpretation request.

The City of Midland will provide the following information:

1. Application form.
2. Instructions on preparing a lot plan (if needed).
3. Procedures used by the Zoning Board of Appeals.
4. Information about appeals, variances, administrative review and interpretation.
5. Applicable criteria or special instructions.
6. Notification of affected property owners within 300 feet.

Due to the uniqueness of an interpretation request, the details of the required information will be provided to the applicant. It will then become the applicant's responsibility to prepare the information in the form of appropriate maps, plot plans, written response, or other exhibits to present to the Zoning Board of Appeals.

**NOTE: Freehand, unscaled, incomplete plot plans will not be accepted. Failure on the part of the applicant to provide complete information may delay the approval process for a variance request. Incomplete information may also cause a variance to be denied.**



**ZONING BOARD OF APPEALS  
Application Form**

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

TAX ID NUMBER (parcel code): \_\_\_\_\_

APPEAL FROM ARTICLE(S): \_\_\_\_\_, SECTION(S) \_\_\_\_\_

TYPE OF APPEAL:

AREA/DIMENSION \_\_\_\_\_ USE VARIANCE \_\_\_\_\_

INTERPRETATION \_\_\_\_\_ ADMINISTRATIVE REVIEW \_\_\_\_\_

BRIEF DESCRIPTION OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lot Area: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Lot Width: \_\_\_\_\_ Existing Zoning of Parcel \_\_\_\_\_

**APPLICATION FEE: \$600.00 payable to the City of Midland**

APPLICANT SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

ALTERNATE PHONE (\_\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_