

# Fence Variance Request Application

City of East Grand Rapids

Date: \_\_\_\_\_

***Note to Applicant:** Please pay careful attention to provide the necessary documents required and to answer the questions in this application as accurately and completely as possible. This will give you the best possibility of your application appearing on the earliest agenda for consideration by the City Commission.*

*All requests for a fence variance are subject to a public hearing at a City Commission meeting. The applicant will be advised of the hearing date, time, and location and is requested to present a verbal summary of the request to the City Commission prior to the public hearing. In addition, the City Services Office shall provide notice of the public hearing to all property owner within a 300 foot radius of the subject property not less than fifteen (15) days before the date the application will be considered for approval per Section 8.62B of the city's fence ordinance (Chapter 83 of city code). A concurring vote of a majority of the members of the City Commission is required to approve a fence variance request.*

**The City Commission will only vote on your specific request and site plan. Your request will not be negotiated at the meeting or during public hearing. It is the applicant's responsibility to supply adequate information to justify their request and to answer the required sections of the Fence Ordinance.**

**A non-refundable filing fee of \$250 must accompany your application. A \$700 post-construction fee is also required for retroactive variance requests.**

Applicant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Property Address (if different than above):

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Description of Property (attach separate page if needed):

\_\_\_\_\_  
\_\_\_\_\_

Permanent Parcel (Tax) Number: \_\_\_\_\_

Briefly state the requested variance (Citing the specific section(s) of the Fence Ordinance from which you are seeking a variance):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continue to second page)

**With your application, please submit the following documents:**

1. Two copies of a detailed, scaled site plan showing the nature of the variance request, including, but not limited to: property boundaries, existing structures (house, garage, driveway, patio, walkways, etc.), proposed location of fence, and distances from structures and property lines.
2. A product “cut sheet” detailing the type of fence and dimensions.
3. A narrative statement addressing each standard of review found in Section 8.62A.D.2 (below):
  - a. The applicant has demonstrated a variance is needed due to a practical difficulty on the site or unique condition that is more than mere inconvenience.
  - b. A variance is warranted due to circumstances exceptional and peculiar to the property for which the variance is requested, and those conditions do not exist generally throughout the city.
  - c. The variance will not be a hazard to either clear vision or overall safety and will be harmonious with the surrounding environment.
  - d. If applicable, a variance would significantly bring a nonconforming fence closer to conformity with this chapter.
  - e. The variance will not be contrary to the purpose and intent of the regulation(s) being considered for the variance.
4. Pictures may be submitted to better aid the request.

*Applications may be dropped off to the Public Works Admin. Office at the Community Center, or may be emailed to [buildingpermits@eastgr.org](mailto:buildingpermits@eastgr.org).*

*The City Commission may attach conditions to variance approvals.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Property Owner (if different than applicant)

\_\_\_\_\_  
Print Name



<p>City of East Grand Rapids City Services 750 Lakeside Dr. SE, East Grand Rapids, MI 49506 Phone 616.940.4817 FAX 616.831-6121</p>
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