

**Village of Port Sanilac  
Zoning Board of Appeals  
APPLICATION FOR AN APPEAL**

The Zoning Board of Appeals (ZBA) hears and decides appeals where the applicant alleges there is an error in any order, requirement, permit, decision or refusal by the Zoning Administrator or other duly authorized enforcing agent in enforcing any provision of the Zoning Ordinance of the Village of Port Sanilac.

**When the ZBA hears an appeal of an administrative decision, they are not issuing a new decision. Instead the ZBA is reviewing the administrative decision to determine whether it was based on the standards in the Zoning Ordinance.** The concurring vote of a majority of the ZBA is necessary to reverse an order, requirement, decision or determination.

Within thirty (30) days, the applicant must file the appeal of the date of the order issuance or refusal to issue a permit by the Zoning Administrator or other duly authorized enforcing agent.

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Applicant's Name: \_\_\_\_\_

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

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

Agent's Name (if not applicant) \_\_\_\_\_

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

Name of Owner (if different than applicant) \_\_\_\_\_

If the applicant does not own the property for which the appeal is made, has the owner of the property granted permission?  Yes  No  Not Applicable

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The appeal is being requested for the following described parcel number \_\_\_\_\_

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

Legal description: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

Indicate the type of decision you are appealing:

\_\_\_\_\_ Land use permit issued or denied by the Zoning Administrator

\_\_\_\_\_ Enforcement action taken by the Zoning Administrator Commission

\_\_\_\_\_ Special Land Use permit approved or denied by the Planning Commission

List the section(s) of the Village Zoning Ordinance that you believe have been violated:

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I wish to appeal a decision which requires that (include a summary of facts, attach additional sheets as necessary:

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Reason for request:

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Please review Article 5.4 Zoning Board of Appeals of the Village of Port Sanilac Zoning Ordinance (available on the Village website under Government, Planning Commission).

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date

Received on (Date) \_\_\_\_\_

Developed August 2023