



Application Administrative Departure

Planning Department
1120 Monroe Ave NW
Grand Rapids MI 49503
Ph: 616.456.4100
planning@grcity.us

Section 5.12.16. of the Grand Rapids Zoning Ordinance as amended in 2008 permits the Planning Director to approve Administrative Departures under certain circumstances. It is intended to provide a limited degree of flexibility as a means to meet the spirit and purpose of the Ordinance and is not a substitute for a Variance. The procedure permits a site-specific plan that is equal to or better than the strict application of the design standard. An individual application for each Administrative Departure is required.

Property Information:

Address: _____

Lot Size Frontage: _____

Parcel No: _____

Lot Size Depth: _____

Area Sq Ft / Acres: _____

Property Owner:

Name: _____

Phone: _____

Address: _____

Fax: _____

City, State, Zip: _____

E-mail: _____

Applicant: (If you are the applicant/property owner check here ☐)

Name: _____

Phone: _____

Address: _____

Fax: _____

City, State, Zip: _____

E-mail: _____

Project Description:

Zoning Ordinance Section:

(Specify the Zoning Ordinance section of the requested Administrative Departure, e.g., Sec. 5.2.12.a.)

https://library.municode.com/mi/grand_rapids/codes/code_of_ordinances?nodeId=TITV--ZONING_PLANNING_CH61ZOOR

Proposed Departure:

(Describe how the proposed project meets the requirements of the Zoning Ordinance section specified above.)

Attachments:

- ☐ Site Plan and Elevations
- ☐ Response to Review Standards Questions



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Review Standards. Please answer the following questions to the best of your ability. Use additional paper if needed.

1. Zoning Ordinance. Describe how the proposed departure is consistent with the purpose and intent of the Zone District, and the specific requirements and conditions of the Administrative Departure approval criteria.

2. Neighborhood. Describe how the proposed departure will be compatible with adjacent properties and the neighborhood.

3. Environment. Describe how the proposed departure will retain as many natural features of the landscape as possible.

4. Public Facilities. Describe how the proposed departure will not place a burden on existing infrastructure and services.

5. The request is necessitated by a condition of the site or structure, and not as a means to reduce costs or inconvenience.

Applicant Name (Please Print)

Signature of Property Owner/Applicant

Date

For Office Use Only

Historic District/Landmark:	☐ Yes ☐ No
Planning Approval:	Approval Date: Fee: