



# City of East Lansing

## Planning, Building and Development

City Hall | 418 Abbot Road | Room 217

East Lansing, MI 48823

[www.cityofeastlansing.com](http://www.cityofeastlansing.com)

Office Phone: (517) 319-6871 or (517) 319-6810

### APPLICATION FOR A HEARING BEFORE THE BUILDING BOARD OF APPEALS

#### TO REQUEST A VARIANCE FROM THE SIGN CODE

#### IMPORTANT REQUIREMENTS:

- Provide accurate scale drawings, photos, or other documentation adequate to support your request.
- You or your representative must appear at the hearing to present your reasons for the request.
- Applications must be received by the deadline. Please see the BBA Meeting Schedule:  
<https://cityofeastlansing.com/DocumentCenter/View/10885/Building-Board-of-Appeals-2021-Meeting-Schedule-PDF>.
- The \$150.00 application fee and all materials to be presented to the board must be received before the application can be accepted.
- You may use additional pages or attachments. Incomplete information can hinder your request.

#### SUBJECT OF THE REQUEST:

Describe the code requirement or the decision which you are appealing:

**IMPORTANT:** A variance from the code cannot be given unless you can establish to the satisfaction of the Building Board of Appeals that **the condition is not general or recurrent in nature** and that the code requirement would result in an **exceptional practical difficulty**. The difficulty must be related to the construction or property, not to the person. You must provide a sound reason normal requirements should not apply.

My practical difficulty is:

**You must establish that the performance of the item or part of the building or structure for which the variance is sought does not substantially deviate from the performance required by the Code.**

Outline the method you will use to establish that what you propose will not deviate from the performance required by the Code:

-CONTINUED ON NEXT PAGE-

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone/Email/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY INFORMATION**

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

Owner: \_\_\_\_\_

Type of Building: \_\_\_\_\_

Use Group & Occupancy: \_\_\_\_\_

Signature: \_\_\_\_\_

**RECORD**

Received: \_\_\_\_\_

Reason for Decision: \_\_\_\_\_

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

Approved/Denied: \_\_\_\_\_