



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

STEP BY STEP GUIDE

Variance

Ready to Apply?

Applications for variances are submitted online through [BS&A Online](#). See below for a step-by-step walkthrough of how to complete the online application. If extra help is needed, there are computer stations available at City Hall, Room 117 where online applications can be submitted.

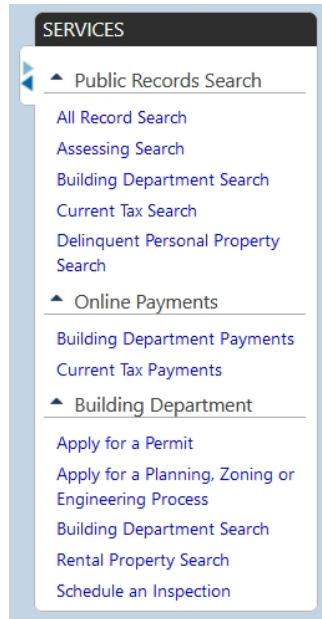
1. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Variance Request Packet.

Zoning Board of Appeals Variance Request Application

The Zoning Board of Appeals will hear appeals from an aggrieved party as it relates to a decision of the Zoning Administrator, or to request a variance from the requirements of the Zoning Code (Part Twelve) of the City Ordinances. Zoning regulates land uses, population densities, lot coverage, building size and location, and thereby provides a means which to implement the City's Comprehensive Plan. The overall objective of zoning is to protect public health, safety, and welfare; to promote compatibility among various land uses and developments; and to provide for an attractive and efficient community. A request to the Zoning Board of Appeals takes approximately 30 days.

- [Dimensional \(Non-Use\) Variance One Pager Plus](#)
- [Variance Request Packet](#)
- [Online Variance Request Step-by-Step Guide](#)
- [Online Application for a Variance Request \(BS&A Online\)](#)
- [Zoning Board of Appeals Meeting Dates and Deadlines](#)
- [Zoning Board of Appeals Member List](#)

2. In the left-hand side bar of [BS&A Online](#), select the “Apply for a Planning, Zoning, or Engineering Process” link.



3. If you already have a BS&A Online account, enter your username and password to sign in. If you do not, click on the link below the “Create a New Account” header. Follow the lettered instructions to create an account.

I Have an Account

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.
Please note that passwords are case-sensitive.

User Name:

Password: Show Password

Keep me signed in.
(Clear this check box if you're on a shared computer.)

Sign In Help

Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

Create a New Account

Yes, I would like to create a new BS&A Online account. [Click Here to create an account.](#)

- a. Create a username and password. Enter an e-mail address that is checked regularly. Click the checkbox agreeing to the terms of use. Click the checkbox next to the statement "I'm not a robot".
- b. Click the "Create Account" button at the bottom of the page.
- c. Check the e-mail that was entered for an email with a link to be clicked. Click this link.
- d. Click the "Activate Account" button.

4. Type in the number and street address of the project into the "Search For:" field. Click the "Search" button.

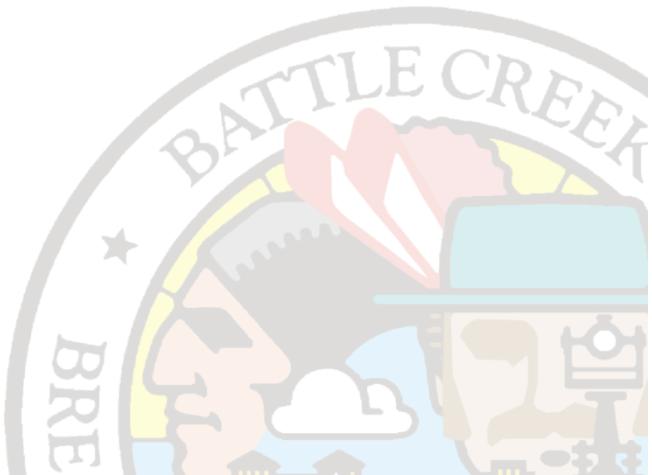
Step 1: Select a Property

Property Search

Search By:

Search For:

5. Select the correct address from the list that appears. Click "Next".



Step 1: Select a Property[Click here if you are a contractor/design professional](#) [Property Search](#)Search By: Search For:

Owner Name	Address	Parcel Number
REEVES,LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

6. Under "Select the application for which you wish to apply:", select "Variance" from the drop-down list.

★ Select the application for which you wish to apply:



7. In the box below "Please describe the work to be done in detail", provide a brief description of the proposed variance and why the variance meets the criteria discussed in the application and in the ordinance. Click "Next".

★ Please describe the work to be done in detail:

8. Fill out the contact information of the property owner or authorized agent for the owner in the top section of the page.

★ Name:

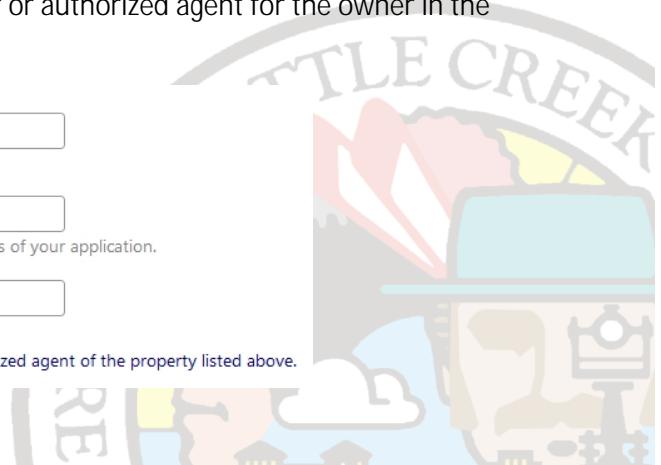
★ Phone Number:

★ Email Address:

Used to send updates regarding the status of your application.

★ Confirm Email:

I certify that I am the owner or authorized agent of the property listed above.



9. Fill out the information under the “Appellant” heading, even if it is the same as the previously entered contact information. Additional names to be associated with this application can be added at the bottom of the page.

Full Name/Company:	<input type="text"/>	<input type="button" value=""/>	
Email:	<input type="text"/>		
Address Information			
Address:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Contact Information			
Phone Number:	<input type="text"/>	Extension:	<input type="text"/>
Fax Number:	<input type="text"/>		
Mobile Number:	<input type="text"/>		
Other Number:	<input type="text"/>		

10. Select the appropriate Zoning Board of Appeals fee for the use of the project, either Commercial/Industrial or Residential. Add one unit and click “OK”. Click “Next”.

Selected Fees			
Fee Description	Fee	Quantity	
Zoning Board of Appeals - Res	\$200.00	1.00	<input type="button" value="Remove"/>
No additional fees found.			
Total Estimated Fees:			\$200.00

11. Attach the required plot plan, project description, and variance application, as well as the optional front elevation, floor plan, and architectural drawings, if necessary. Click “Next”.

Attach Documents					
Document Title	Status	Description	File Name		
Plot Plan	REQUIRED			<input type="button" value=""/>	<input type="button" value="Attach File"/>
Project Description	REQUIRED			<input type="button" value=""/>	<input type="button" value="Attach File"/>
Front Elevation	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>
Floor Plan	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>
Architectural Drawings	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>
Variance Application	REQUIRED			<input type="button" value=""/>	<input type="button" value="Attach File"/>

12. Review the information on the next page. Click the checkbox stating that the disclaimer has been read and type your name in the field after “Accepted by:”. Click “Submit”.