

**KENTWOOD ZONING BOARD OF APPEALS**  
**PROCEDURES & REGULATIONS**  
**APPEAL OF ADMINISTRATIVE RULING**

The Kentwood Zoning Ordinance requires the Zoning Board of Appeals to hold a public hearing for all appeal requests. The request is processed as follows:

1. Application (attached) must be submitted to the Planning Department the second (2<sup>nd</sup>) Monday of the following months hearing.

Example: The meeting for February the application will be due the second (2<sup>nd</sup>) Monday in January.

2. Information required with application:
  - Fee of \$100 single and two family residential; \$300 for all other requests (non-refundable)
  - Legal description of property in question
  - Drawing (if applicable) of site showing appeal
3. Notice of hearing date sent to property owners within 300 feet.
4. Planning staff prepares report of request for Board Members and applicant. No recommendation is made.
5. Hearing is held  
When: Third Monday of each month  
Time: 7:30 P.M.  
Where: City Commission Chambers  
Kentwood City Center  
4900 Breton Avenue  
Kentwood, MI

The applicant or representative **MUST** attend this hearing to present the appeal request.

**Section 21.03 Voting Requirements**

A majority of the membership of the Zoning Board of Appeals shall be necessary to reverse an order, requirement, decision, or determination of an administrative official or to decide in favor of an applicant on any matter upon which they are required to pass under this Ordinance, or to effect a non-use variance.