



Variance Application Zoning Board of Appeals

Case #: ZBA _____ - _____

Date Filed: _____

Hearing Date: _____

THE ZONING ADMINISTRATOR MUST PROCESS ZBA APPLICATIONS
ALL ENTITIES WITH OWNERSHIP INTEREST IN THE SUBJECT PROPERTY MUST SIGN THIS APPLICATION OR PROVIDE PERMISSSION THROUGH ALTERNATE DOCUMENTATION

IMPORTANT FILING INFORMATION

The Zoning Administrator must receive the complete application, review the exhibits, and receipt the fee before the deadline in order to schedule a public hearing for the next available ZBA meeting. There are three principal goals for the application conference:

- A. Ensure timely notice to all properties within 300' of the variance request and publication in a newspaper of general circulation (MCL 125.3103); and
- B. Explain the steps the ZBA takes to establish the practical difficulty is not self-created, the relief requested provides the property substantial justice without allowing special development rights not available to properties that do not have similar practical difficulty, and the granted variance will not negatively impact the immediate area; and
- C. The application is completed, required fees are paid, and petitioner's exhibits to support the variance application help the ZBA effectively and thoroughly decide the case.

Applicant/Owner: _____ Phone: _____

Applicant Address: _____ Email: _____

Address/Location of Subject Property: _____

Tax Parcel #: _____ Zoning District: _____

Proposed Changes That Need a Variance:

WHICH SECTIONS OF ZONING ORDINANCE NEED RELIEF? (COMPLETED BY ZONING ADMINISTRATOR)

Section #: _____ Specific Dimension: _____

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EXHIBITS ATTACHED (REQUESTED BY THE ZONING ADMINISTRATOR):

- Plot plan w/legal description(s)
- Aerial photographs
- Photographs of adjacent lots
- Proposed Building Plans
- Proposed lot split with KCRC driveway permit
- Other: _____

