



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: _____

Section #: _____ Specific Dimension: _____

Section #: _____ Specific Dimension: _____

EXHIBITS ATTACHED (REQUESTED BY THE ZONING ADMINISTRATOR):

☐ Plot plan w/legal description(s)

☐ Proposed Building Plans

☐ Aerial photographs

☐ Proposed lot split with KCRC driveway permit

☐ Photographs of adjacent lots

☐ Other: _____

Please answer the following questions. Attach additional pages as needed:

1. Describe the practical difficulty or hardship that prevents the applicant from complying with Township zoning laws (e.g. irregular shape, steep slopes, wetlands/woodland areas). Practical difficulty is unique to the subject parcel and not shared with neighboring properties:

2. Why is the practical difficulty or hardship not the result of actions by the current or previous owner (self-created)?

3. Explain how the variance requested will not give you special privileges beyond the typical requirements for neighboring properties and others in the same zoning district(s):

4. Please describe why, if the variance is granted, it will not have a negative impact on adjacent properties or the overall neighborhood character?

I hereby certify that the above information is true to the best of my knowledge and belief. Additionally, I grant permission to Zoning Board of Appeals members and any other Township official to enter and inspect the subject property for purposes pertaining to this ZBA application.

SIGNATURE OF APPLICANT + DATE

SIGNATURE OF APPLICANT + DATE

SIGNATURE OF APPLICANT + DATE

SIGNATURE OF APPLICANT + DATE