



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: _____

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

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7110 West Q Avenue
 Kalamazoo, MI 49009
 P: 269.375.1591
 www.textastownship.org

Zoning Board of Appeals Meetings
Meeting: 4th Wednesday | 6pm

Meeting Type	MTG Date	Deadline
ZBA Meeting	Jan 27	Dec 30, 2020
ZBA Meeting	Feb 24	Jan 27
ZBA Meeting	Mar 24	Feb 24
ZBA Meeting	Apr 28	Mar 31
ZBA Meeting	May 26	Apr 28
ZBA Meeting	Jun 23	May 26
ZBA Meeting	Jul 28	Jun 30
ZBA Meeting	Aug 25	Jul 28
ZBA Meeting	Sep 22	Aug 25
ZBA Meeting	Oct 27	Sep 29
ZBA Meeting	Nov 17*	Oct 20
ZBA Meeting	Dec 22	Nov 24

NOTE: Deadline is 4 weeks prior to meeting.

**Adjusted from normal schedule.*

Zoning Board of Appeals Fee Schedule		
Application Type	Application Fee	Escrow Fee
Variance Request	\$900	N/A
Zoning Ordinance Interpretation Appeal	\$600	\$500
Request Special Meeting	\$900	N/A