APPLICATION – BOARD OF APPEALS

Planning Department • 1401 W. Herbison Road • DeWitt, MI 48820
Phone: 517/669-6576 • Fax: 517/669-6496

Applicant– Please check one of the following:	
	Variance
	Appeal of Administrative Decision
	Interpretation of Ordinance Text
	Zoning District Boundary Interpretation
	Temporary Permit

PLANNING DEPARTMENT USE ONLY

Application Received: _____

Case #: _____

Tax ID: _____

Fee: _____

Receipt #: _____

I. APPLICANT INFORMATION

Applicant Name _____

Address _____

Telephone Number _____ Facsimile Number _____

Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____ Telephone Number _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner

II. PROPERTY INFORMATION

Owner _____ Telephone Number _____

Property Address _____

Legal Description: If in a Subdivision: Subdivision Name _____ Lot Number _____

If Metes and Bounds (can be provided on separate sheet): _____

_____

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APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant to Township officials a right of entry for the purpose of inspecting the premises to verify compliance with conditions precedent to issuing Board of Appeals approval.

Signature _____ Date _____

III. REQUEST DESCRIPTION

Please use this section to describe your request. Feel free to include additional pages and/or drawings, maps, photographs, and other documentation that might aid the Board of Appeals in its determination.

- **Variances:** fill in the appropriate boxes in the following table, as shown in the EXAMPLE, and use the blank lines that follow the table to provide a detailed description and reasons for the variance. The Board of Appeals will review a request for variance subject to the standards listed in Section 4.2.3 of the Zoning Ordinance. Your written response should address these standards.

- **All other requests:** please describe your request in complete detail using the blank lines. Requests are reviewed under standards listed in Chapter IV of the Zoning Ordinance. Your written response should address the appropriate standards.

A. Variance Table

	Variance Type	Ordinance Requirement	Applicant Proposal*
U	Rear Setback ¡ EXAMPLE ¡	45 feet	43 feet
	Front Setback		
	Side Setback		
	Rear Setback		
	Height		
	Lot Coverage		
	Lot Size		
	Parking Spaces		
	Other (describe):		

* Example: If the ordinance requires a rear yard setback of 45 feet, and you propose an addition that would be 43 feet from the rear property line, you would write or type “43 feet” under “Applicant Proposal.”

B. Written Description (Attach additional pages, if necessary)

_____

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IV. APPLICATION MATERIALS

The following information must be submitted with this completed application form:

1. A request for **variance** must be accompanied by a basic site plan drawn to a readable scale showing the location of property lines, existing and proposed structures and parking areas, setback dimensions from property lines and other buildings, easements, existing roads, utility connections, floodplain and topography (where it has a bearing on the request), and any other information necessary to adequately show the nature of the request.

2. A request for **temporary permit** must be accompanied by a basic site plan drawn to a readable scale showing the location of property lines, existing and proposed structures and parking areas, setback dimensions from property lines and other buildings, easements, existing roads, utility connections, and any other information necessary to adequately show the nature of the request.

3. **All** requests must be accompanied by a fee, as established by resolution of the Township Board of Trustees. The fee schedule for requests to the Board of Appeals is as follows (As of April 1, 2004 – Resolution 040207):

Single Family Residential	$125.00
Agricultural and Institutional	$125.00
All Other Districts/Uses	$345.00
Wireless Communication Towers and Antennas	$345.00
Appeal of Administrative Decision	$125.00
Ordinance Interpretation and Classification of Uses	$345.00

4. **All** requests must be accompanied by any additional information deemed necessary by the Planning Department Staff.

5. Feel free to include written descriptions, elevation or other drawings, maps, photographs, and/or any other documentation that might aid the Board of Appeals in making a determination. Applicants are encouraged to review Chapter IV of the Zoning Ordinance, which describes the procedures and standards that the Board of Appeals will use to evaluate a request.

Note: The applicant must submit 13 copies of any documents that are larger than 11" by 17".

V. APPLICATION DEADLINES

Regular meetings of the Board of Appeals are held on the third Wednesday of every month, at 7:00 p.m. To be placed on the meeting agenda, all Application Materials must be received at least 4 weeks in advance of the meeting, EXCEPT that applications to appeal the ruling of the Zoning Official must be made within ten (10) days of the date of the Official's ruling, pursuant to the requirements of Section 4.1.9 of the Zoning Ordinance.

The Board of Appeals will not take action on the request unless the applicant or his/her duly authorized representative is present at the public hearing.

VI. STAFF REPORT

The Planning Department Staff will prepare a report to the Board of Appeals regarding your request. The report will explain the request to the Board and review whether it complies with the standards in the Zoning Ordinance. Staff will present the findings of that report during the Board of Appeals meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.