

Dates: Rec: \_\_\_\_\_ Ret: \_\_\_\_\_ ZA App: \_\_\_\_\_ Sec App: \_\_\_\_\_ Hearing: \_\_\_\_\_  
Application Fee Paid: \$ \_\_\_\_\_  
Check or Receipt No.: \_\_\_\_\_

## ZONING BOARD OF APPEALS VARIANCE APPLICATION

Name of Applicant: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Alt. Phone No.: \_\_\_\_\_  
\_\_\_\_\_

Property Address if different than above: \_\_\_\_\_

Property Tax ID No: 120- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I am requesting an interpretation \_\_\_\_ or variance \_\_\_\_ for the following reason: \_\_\_\_\_  
\_\_\_\_\_

Please attach a written statement that demonstrates that:

1. Special conditions and/or circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district, and
2. Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance, and
3. Granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

Please attach copies of the following items to this application:

1. Proof of ownership (copy of deed or tax bill)
2. Legal Description of property
3. Drawing showing the following:
  - a. Property lines (with dimensions); road names; and directional arrow
  - b. All existing buildings w/ distances from building to building & building to property lines
  - c. Proposed structure showing dimensions of structure, distances to property lines, and distances to surrounding buildings
4. Copies of unrecorded deeds, land contracts, purchase agreements, or other such documents (deed holder will be notified); attach mailing address and phone number, if different
5. All other items pertaining to request as outlined in ordinance
6. Please provide five (5) copies of application to zoning administrator

The cost of the hearing is \$250 plus additional costs that may occur and is payable prior to the hearing being scheduled. Payment of hearing fee does not guarantee approval by the planning commission or the township board. If approved, then an additional fee will be required for the zoning permit and will be required before construction begins. There may be other County, State, and Federal permits that are necessary before construction begins, as well.

All applicants (or their designee) are required to attend all public hearings and meetings related to this request. Failure to attend these meetings may result in the forfeiture of all fees and may require you to reapply and file a new application.

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I hereby certify that all the information submitted on this form and attached with this application are true to the best of my knowledge and belief. I further understand that by signing this application that I grant permission for the Zoning Administrator, and representatives and designees of the Township to enter my property for the purpose of inspecting the property and reviewing the application.

Signature of Applicant: \_\_\_\_\_  
Signature of Deed Holder (If not applicant): \_\_\_\_\_

Subscribed and sworn to before me Signature: \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Name of Notary: \_\_\_\_\_  
County: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_