

APPLICATION FOR VARIANCE FROM THE ZONING ORDINANCE
Douglass Township, Montcalm County, MI

APPLICANT INFORMATION

(Note: If you are NOT the Property Owner, you must attach a "Letter of Consent" signed by the Property Owner)

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address _____

SUBJECT PROPERTY

Parcel / Tax ID Number _____

Property Address _____

City _____ State _____ Zip Code _____

Lot Size (Acreage or Square Footage) _____

PROPERTY OWNER (IF DIFFERENT FROM THE APPLICANT)

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address _____

TYPE OF VARIANCE REQUESTED

Article of The Zoning Ordinance for which a variance is being applied: _____

Section Number _____ Subsection _____

Describe the Variance requested.

Please indicate how the above variance request compiles with the following five standards.

(1) Strict compliance with the dimensional requirements would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity unnecessarily burdensome.

(2) A variance would do substantial justice to the applicant as well as to the other property owners in the district, and a lesser relaxation would not give substantial relief and be more consistent with justice to others.

(3) The plight of the owner is due to unique circumstances of the property.

(4) The problem was not self-created.

(5) Describe how the variance will be in harmony with the general purpose and intent of the Township Zoning Ordinance and will not cause a substantial adverse effect upon the surrounding property, property values and the use and enjoyment of property in the neighborhood or district.

SUPPLEMENTAL REQUIREMENTS

The applicant shall provide the Township Zoning Administrator with following items:

- Proof of Ownership with Name and contact information for lender if applicable.
- Copies Five (5) copies of the application for distribution to the Zoning Board of Appeals
- Application, Fee Application fee of \$500 as determined by the Township Board to cover cost to process the application. Once an application is accepted as complete no part of any fee shall be refunded.
- Letter of Consent: Signed and dated statement of agreement by land owner, if applicant is not owner.
- Additional requirements: Any additional information or documents required under the Township Zoning Ordinance for specific variance request.
- Drawings: The applicant must submit with the application an accurate, scaled drawing of the property, showing all property lines and dimensions of the property lines: all existing and proposed structures, the dimensions of structures and distances from the property lines; and all calculations and information necessary for the Zoning Board of Appeals to make a decision on the application.
- Surveys: If needed, the Zoning Board of Appeals may require a survey to determine property lines at the expense of the applicant.
- Stakes: The applicant must place clearly visible stakes where the property lines are located and stakes showing the location of the proposed structure that is the subject of the application. These stakes must be in place at least two (2) weeks prior to the public hearing. Failure to stake will result in the cancellation or postponement of the Public Hearing- and/or the postponement of the determination.

I hereby affirm that the above information is correct to the best of my knowledge and grant permission for the Township Officials and or Township staff to conduct onsite inspections.

I understand that any incorrect information supplied to the township can result in fines, and the removal of structure in violation.

Signature of Property Owner Printed Name Date

Signature of Applicant Printed Name Date

*******FOR OFFICE USE ONLY*******

Application and Fee Received By _____ on _____.

Fee Payment \$ _____ circle one cash or check # _____

_____ Date application sent to ZBA for processing, by _____

_____ Date Notice of ZBA Meeting was published

_____ Date notice of ZBA Meeting was mailed or delivered to residents and property owners within 300' of subject property. (Letter and addresses attached.)

*******ZBA Final Decision*******

_____ Approval _____ Decline _____ Approval w/conditions

_____ Date of ZBA Meeting (Minutes attached.)

Remarks: _____
