

NOTICE TO ALL ZONING BOARD OF APPEALS APPLICANTS

Dear Applicant,

While the process of appealing for a variance on your project may seem complicated, it really is just a series of simple steps to make sure the project you are undertaking is the safest and most efficient it can be.

Zoning Ordinances were originally designed to make sure areas within a township or municipality are harmonious and sustainable. This means property values and safety should be insured for all owners and neighbors of property within a district. While the idea of basic rules for homes and businesses is good, it is very hard for regulations in today's world to sometimes work with homes, businesses and buildings that may have been in existence for some time or even over a hundred years. Knowing this, the State of Michigan enacted legislation for Zoning Boards of Appeal by which property owners who were and are adversely affected by zoning regulations can appeal to a board of their peers for relief.

A Zoning Hearing is really no different than any other legal hearing and should be taken quite seriously. The more information you provide to back up your case for a variance, the better your chances are for a decision in your favor. Please take your request for a variance seriously and **provide all the information requested on the application**, as well as any additional information that may help your case.

Your neighbors can be extremely helpful in getting a favorable decision on your project. Let them know early on about your plans and get their input before applying for a hearing. In some cases, you may want to get help with your case, but in most instances the information you need to provide can be easily obtained with some diligence on your part.

The staff of Northfield Township's Building and Zoning Departments can assist you if you ask for their help. While some Zoning Board members may not want to talk to you too much about your case because they want to remain objective, it certainly does not hurt to try to let them know about your property and circumstances as much as possible at the hearing. Your circumstances are often as important as the facts concerning the property and structure. Each zoning case is unique unto itself, and keeping your request to a minimum helps your case.

Lastly, zoning cases can sometimes be frustrating. One of the most important things you can do at the Appeal to the Zoning Board is to keep your patience. The Zoning Staff and the Zoning Board do their very best to find a compromise between the Zoning Ordinance and the needs of individual property owners, so please bear with them while they try to help you.

Applicants must submit their application and supporting documents within thirty (30) days prior to the next available meeting. Applicants must have proposed building area staked ten (10) days prior to meeting. Thanking you in advance for your hard work and patience.

The Zoning Board and Northfield Township Staff.

NORTHFIELD TOWNSHIP MICHIGAN

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: www.twp-northfield.org

ZONING BOARD OF APPEALS HEARING APPLICATION

Applicant Information:	Proprietor/Owner Information:
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
<p>If application is made by anyone other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.</p>	
Proof of Ownership Attached: <input type="checkbox"/>	Non-Owner Affidavit Attached: <input type="checkbox"/>
<p>If applicant is not the owner, describe applicants interest in the property: _____</p> <p>_____</p>	
1. PROPERTY DESCRIPTION:	
A.) PROJECT ADDRESS: _____	
B.) PARCEL ID(S): _____	IS THIS PROPERTY IN A FLOOD PLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No
C.) LEGAL DESCRIPTION: _____	

2. PRESENT ZONING CLASSIFICATION:	
AR LR MR MHP SR1 SR2 LC HC GC LI GI RTM ES PUD PSC RC RO WLD-___ W.L./N.T. Overlay OTHER: _____	
3. PRESENT USE OF PROPERTY: _____	

4. NON-CONFORMING STATUS:	
A.) Please describe briefly the Non-Conformities which exist for this property (lot, structure or use): _____	

B.) State year/month Non-Conformity began (to the best of your knowledge): _____	

5. VARIANCE REQUEST:	
A.) Is a denial letter attached from the Zoning Administrator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, identify each section of ordinance from which Variance is requested: _____	

B.) Describe reason/need for Variance: _____

C.) Explain existing special conditions or circumstances that are unique to the land or buildings involved which are not applicable to similar land or building in the same district:

D.) Did the special condition or circumstances arise from your actions? Yes No

Describe: _____

E.) Explain why interpretation of the ordinance would deprive you of rights commonly enjoyed by other property owners in the same district: _____

F.) Explain why this is the minimum variance necessary to allow for a reasonable utilization of the land or structure:

G.) Explain how this variance would be in harmony with the intent of the ordinance and not injurious to the neighborhood or neighbors or otherwise detrimental to the public interest: _____

H.) I, the applicant, request the Zoning Board of Appeals grant the following: _____

6. REQUIRED DOCUMENTS: (10 copies of application & site plans and 1 pdf file for large scale plans)

Attach a scaled and accurate drawing with the legal description and showing:

- All lot dimensions
- Dimensions and locations of all existing and proposed buildings/additions and drives
- Other improvements and easements of record
- Show distances between existing and proposed buildings and/ or additions
- Show locations and distances of wells, septic and/or sewer lines
- Locations, size, and distances of buildings/structures on adjoining lots
- All additional pertinent information as listed on the checklist on page 3

All documents must be submitted at time of application. If further information is needed, the Zoning Board of Appeals reserves the right to postpone the hearing to review new information.

7. If applicable, all lot lines and building corners must be staked out a minimum of 10 days before the hearing date.

8. The address of the property must be clearly marked and visible from the road.

9. A fee of *_ dollars as established by the township board is attached to the application. Applicant understands that the fee will not be refunded in whole or in part regardless of the outcome of the decision.

- * \$595.00 - Single unit (excludes subdivisions, site condo plans, commercial or apartment buildings greater than 4 units.)
- \$795 = All others

10. THE APPLICANT:

- A.) Has received and read the attached provisions of the Township Zoning Ordinance in regards to Article XXX "Zoning Board of Appeals" and understands that a public hearing will be established within 45 days of the filing date and
- B.) Has also read the sections of the Township Zoning Ordinance that to pertain to this request and
- C.) Has complied with the above requested information and understands that the Zoning Board of Appeals reserves the right to adjourn a meeting if the above stated information is not provided and to re-schedule it when the information is provided and
- D.) Understands that any approval or denial of this application shall not relieve the applicant of compliance with all other applicable provisions of the Township Zoning Ordinance or Building Code and each variance approved shall be null and void unless authorized activity commences within 180 days after the date of approval.

AUTHORIZED SIGNATURE

All information provided in this application is, in all respects, true and correct to the best of my knowledge, and I understand that incorrect information may be grounds for denying the application or voiding any approval granted hereunder.

Applicant(s) Signature _____

Date _____

APPLICANT CHECKLIST

The following information must be submitted to the Northfield Township Clerk prior to the application being scheduled for a public hearing:

- ___ Completed application form
- ___ Statement authorizing variance application if not the owner
- ___ Proof of ownership property
- ___ Legal description of property
- ___ 10 copies of site plan and required information
- ___ Review Fee

FOR ZONING BOARD OF APPEALS USE ONLY

APPEAL OF DECISION

1.) Name and Office of Official/Commission:

2.) Date of Decision:

3.) Describe Decision that is being appealed:

4.) Describe alternate interpretation or reason for the relief requested:

ACTION TAKEN

The Northfield Township Board of Appeals reviewed the above requested variance or appeal and;

Approved: Date _____ Denied: Date _____

Comments:

Signature of ZBA Chair

Signature of ZBA Secretary

Public Hearing date and time:

Notice sent to Newspapers:

_____ for publication on: _____

(Notice shall be given not less than fifteen (15) days nor more than thirty (30) days before the date of public hearing.)

Notice sent to neighboring owners / occupants:

(Notice shall be sent to all persons to whom real property is assessed and to the occupants of all structures within 300 feet of the property.)

Notice sent to Zoning Board of Appeals Members:

Copies of Minutes sent to:

_____ File _____

Applicant:

Building Department:

Ordinance Enforcement Officer:

Received Date:	Paid Date:	Existing Legal Non-Conformities: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below: _____ _____ _____
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ZONING COMPLIANCE CERTIFICATE:

Approved: Date _____ Approved As Noted: Date _____

Denied: Date _____ Conditional Use Required

Site Plan Approval Required

COMMENTS: _____

AREA OF CONCERN

Landscaping:	Complies	Does Not Comply	N/A
1 Greenbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Parking lot islands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Site Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Foundation Planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Dumpster Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Comments:			

Signs:

7 Number of Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Size and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Comments:			

Comments: _____

Engineering: _____

Utilities: _____ Connection fee's paid

Fire Chief: _____ Inspection Complete

Access: _____

Other Conditions of Approval: _____

Additional Comments: _____