

CHIKAMING TOWNSHIP
Zoning Board of Appeals
Application Requirements

A complete application will include the following:

1. Scaled Ground Plan/Drawing - **7 COPIES**
In the case of site plans subject to review and approval by the Zoning Administrator, and for variance requests involving single-family or two-family dwellings, a simple but accurate ground plan or drawing shall be submitted at a scale appropriate to the dimensions of the project, containing the following, where appropriate:
 - a. The property code number and street address of the parcel.
 - b. The boundary lines of the parcel including dimensions and an arrow pointing north.
 - c. The location and size of all structures presently on the parcel and those proposed to be built.
 - d. Adjoining streets and driveways.
 - e. Any other information (for example, front and side elevations, topographic profile, etc.) necessary to establish compliance with this and any other ordinances.
 - f. The name, signature, address, and phone number of the person who prepared the scale drawing.
2. A completed application for hearing form.
3. Answer in writing the 5 Findings of Fact and attach to application form.
4. A check in the amount of **\$500.00 (effective March 20, 2013)** made **payable to Chikaming Township**.
5. Stake the property to show proposed structure, addition, etc. at least one week prior to the hearing.

A completed application, **7 copies** of the site plan and other attachments, along with the **\$500.00** application fee must be submitted to the Zoning Administrator no later than 4 weeks prior to the hearing. Incomplete applications will not be scheduled for a hearing.

The Zoning Board of Appeals hearings are held the 3rd Tuesday of each month starting at 1:00 p.m. Each case is scheduled for 15 minutes. If you or your representative is not present at the hearing and the Board has a question about your application, the appeal for the variance could be denied for insufficient information.

DATE of HEARING: _____
(Third Tuesday of each month)

Deadline date for submittal of Application: _____
(4 weeks prior to hearing)

**CHIKAMING TOWNSHIP ZONING BOARD OF APPEALS
APPLICATION FOR HEARING**

ZBA CASE# _____

Applicant: _____
Address: _____
City/State: _____
Phone No.: _____
Property Code No.: _____
Property Street Address: _____

Date: _____

Interest in property: _____

Reason for request (circle one): Variance - Interpretation - Other

Special conditions and circumstances which exist peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district: _____

Literal interpretation of the provisions of Zoning Ordinance which would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Zoning Ordinance: _____

I authorize representatives of Chikaming Township to enter my property for purposes of viewing the subject of this request.

Signature of Applicant

IMPORTANT - This Notice of Appeal must be filed within 15 days of the order, decision or determination by the Zoning Administrator

*TO BE COMPLETED BY ZONING ADMINISTRATOR -
APPEAL FROM ZONING ADMINISTRATOR'S DECISION TO DENY BUILDING PERMIT*

Site plan submitted according to Article 21 _____

Fee Paid: _____ Receipt No.: _____
Date: _____

Zoning Administrator

CHIKAMING TOWNSHIP

BOARD OF APPEALS

Applicants must answer each of the following in writing and attach to the application for hearing form:

FINDINGS OF FACT

1) What are the unique circumstances or conditions that exist which apply to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district?

2) As a result of the unique circumstances or conditions, why would strict compliance with the provisions of this ordinance unreasonably prevent the use of the property for a permitted purpose, or be unnecessarily burdensome?

3) Did the unique circumstances result from the actions of the applicant?

4) Is the variance requested a minimum variance that will make possible the reasonable use of the land, building, or structure?

5) How will the granting of the variance be in harmony with the spirit and intent of this Ordinance, and not be injurious to the neighborhood, or otherwise detrimental to the public health, safety and welfare?