



## ZONING BOARD OF APPEALS APPLICATION

**Fees**

Request for Variance or Appeal	\$125
Special Meeting	\$250
Request for Interpretation	No Charge

**Applicant/Appellant Information**

Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Owner Information** *(If different from applicant/appellant)*

Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Address \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Property Information** *(Include a survey or scaled drawing)*

Address \_\_\_\_\_  
 Parcel No. 70 - - - Current Zoning \_\_\_\_\_  
 Lot Width \_\_\_\_\_ feet Lot Depth \_\_\_\_\_ feet  
 Parcel Size \_\_\_\_\_ acres Parcel Size \_\_\_\_\_ sq. ft.  
 Lot Type Typical Lot \_\_\_\_\_ Corner Lot \_\_\_\_\_ Interior Lot \_\_\_\_\_

**General Information** *(Check one)*

- Application for Variance
- Request for Interpretation
- Notice of Appeal

**VARIANCE REQUESTED** *(If applicable)*

1. Attach a Narrative: Description of Request; Why it is needed; and Addresses each of the 4 Standards
2. Variance Requested From the Requirements of Section Number(s) \_\_\_\_\_
3. Relating to \_\_\_\_\_
4. Structure/Land Use *(After Variance)* \_\_\_\_\_
5. Overall Building Size *(After Variance)* \_\_\_\_\_
6. Setbacks from lot lines *(After Variance)*:
  - a. Front Yard \_\_\_\_\_ feet
  - b. Rear Yard \_\_\_\_\_ feet
  - c. Side Yard #1 \_\_\_\_\_ feet
  - d. Side Yard #2 \_\_\_\_\_ feet

**NOTE:** Please provide a scaled drawing with details of your proposed work including the dimensions of any structure(s) *(i.e. height, width & length)*, building materials, the setbacks to ALL property lines, and other existing structures on the parcel, and any other relevant information, as needed.

**INTERPRETATION REQUEST** *(If applicable)*

Description of requested interpretation(s) and relevant Section number(s):

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**APPEALS AND OTHER APPLICATIONS** *(If applicable)*

Description of action being appealed or other matter which is basis of application.

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**GROUND FOR APPEAL OR OTHER APPLICATION** *(If applicable)*

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IF THE SPACE PROVIDED ON THIS APPLICATION IS INADEQUATE  
PLEASE ATTACH ADDITIONAL SHEETS AS NEEDED

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Zoning Administrator*

\_\_\_\_\_  
*Date*

**For Office Use Only**

Date Received \_\_\_\_\_

Fee Paid? \_\_\_\_\_

**RELEASE FORM**

The undersigned has applied to the Grand Haven Charter Township Zoning Board of Appeals for a variance. The undersigned hereby authorizes the members of the Zoning Board of Appeals and appropriate Township staff members to inspect the property (*address stated below*) at reasonable times, in regards to the consideration of my request for a variance.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner's Signature (if different from applicant)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Property Address*

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**ACTION TAKEN BY TOWNSHIP BOARD OF APPEALS**

( ) Application Approved

( ) Application Denied

Description of variance granted or other action taken including conditions imposed, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grounds for Board action including findings as to standards and requirements prerequisite to imposition of conditions under ordinance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of ZBA Chairperson*

\_\_\_\_\_  
*Date*

## **ZONING BOARD OF APPEALS PROCEDURAL EXPLANATIONS**

The granting of variances is outlined in Section 26.05 of the Grand Haven Charter Township Zoning Ordinance, as amended. It states, in order to grant a non-use variance the Zoning Board of Appeals (ZBA) shall find affirmatively for each of the following four standards:

1. There are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning classification. Exceptional or extraordinary circumstances or conditions include:
  - a. Exceptional narrowness, shallowness or shape of a specific property on the effective date of this Ordinance, or amendment thereto;
  - b. Exceptional topographic conditions;
  - c. Any other physical situation on the land, building or structure deemed by the Zoning Board of Appeals to be extraordinary; or
  - d. By reason of the use or development of the property immediately adjoining the property in question.
2. Such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity, provided that possible increased financial return shall not of itself, be deemed sufficient to warrant a variance.
3. Authorization of such variance will not be of substantial detriment to adjacent property, and will not materially impair the intent and purpose of this Ordinance or the public health, safety, and general welfare of the community.
4. The condition or situation of the specific piece of property or the intended use of said property for which the variance is sought, is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such condition or situation, a part of this Ordinance.

At the conclusion of the discussion the ZBA will vote on each of the four standards described above. If the majority of the members present find affirmatively for all four standards the variance will be approved.

Second, all motions for acting on requested variances are made in the positive; that is, they are worded so a YES vote grants the variance. This is not done to show personal preference of the motioner, but to prevent confusion when the ZBA votes on acceptance.