

**Metamora Township
Zoning Board of Appeals
Guide to the Application Process and Instructions**

A) Where to Apply

Township Clerk's Office
Metamora Township

730 West Dryden Road
Metamora, MI 48455

Phone: (810) 678-2237

B) When to Apply

Within thirty (30) days of the date of any order, refusal or determination which is being appealed.

C) What to Submit with the Application

Submit five (5) copies of the following to the Clerk's Office:

- Completed application Form
- Completed "Supplemental Information Form" (Variance Requests Only)
- Site Plan
- Application Fee

D) Who Can Apply

Applications to the ZBA shall be made with the full knowledge and written consent of all persons having ownership interest in the property in question. This requirement includes the consent of a land contract seller to any application by a land contract purchaser. Applications must be signed by all property owners.

E) Site Plan Requirements

The site plan that is required to be submitted with ZBA applications must be to scale and should be based on a survey of the parcel(s). The plan must include property lines and dimensions, existing and proposed buildings, setbacks, driveways, and adjacent uses and structures. The proposed area(s) which are the subject of any appeal or variance should be clearly highlighted.

F) Public Hearing

The ZBA will hold a public hearing on all applications.

G) Duration of Approval

Any variances granted by the ZBA are valid for one (1) year.

H) Identification of Parcel(s)

One week prior to the meeting the address must be clearly visible from the road. Property lines and proposed building footprints should be staked to assist neighbors and the ZBA in visually assessing the proposed construction (if applicable).

APPLICATION TO THE ZONING BOARD OF APPEALS
Metamora Township

(810) 678-2237
730 WEST DRYDEN ROAD, METAMORA, MI 48455

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____ PHONE _____

COMMON DESCRIPTION OF PROPERTY AND ADDRESS, IF ISSUED: _____

COMPLETE LEGAL DESCRIPTION Attached Included on site plan
REQUIRED SITE PLAN Attached *** Application will not be accepted without required plan***

EXISTING ZONING _____ EXISTING USE _____

TYPE OF REQUEST A variance from the Zoning Ordinance (Attach Supplemental Information Sheet)
 An interpretation of the text or Map of the Zoning Ordinance
 Administrative Review
 Temporary Use Permit

Under Section _____ of the Zoning Ordinance

PROPOSED USE _____

THE APPLICANT REQUESTS THAT THE FOLLOWING BE GRANTED _____

THE REASON FOR THIS REQUEST IS _____

ESTIMATED COMPLETION DATE OF PROPOSED PROJECT _____

ARE YOU THE SOLE LEGAL OWNER OF PROPERTY? YES NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property. All persons having legal interest in the property must sign this application.

	Name (Please Print)	Address	Interest	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant _____
Date

Provide five (5) copies of this completed form and the required site plan. The applicant is responsible for obtaining a copy of the Zoning Ordinance from the Township Clerk. The applicant or representative must be present at the Zoning Board of Appeals meeting or no action will be taken.

Date Received _____ **Office Use Only** By: _____ Fee Paid: _____

ZBA Public Hearing (Date) _____ **Case # ZBA -- --**

SUPPLEMENTAL INFORMATION – VARIANCE REQUESTS ONLY

Zoning Board Of Appeals Case # ZBA -- --

Please answer each of the following questions. The responses will be used by the Zoning Board Of Appeals in its review of this case. The case will be heard whether or not the questions are completely answered. It is to your advantage to answer each question as completely as possible.

1. Why would strict compliance with the zoning ordinance prevent the owner from using the property for a permitted purpose, or be unnecessarily burdensome?

2. How will the requested variance insure substantial justice (fairness) to both the applicant as well as other property owners?

3. Why would a lesser variance that would be more fair to other property owners not give substantial relief to the applicant?

4. What is unique about the property that is different from other properties in the area or the same zoning district?

5. Explain why the requested variance is not due to the actions of the applicant, owner, or their predecessors?

Signed: _____

Date: _____

Print Name: _____

Five (5) copies of this form must be submitted with all variance request applications.

VARIANCE CHECKLIST

Applicant Name

Address

APPLICATION COMPLETE

- A completed and signed copy of the Variance application w/fee
- _____ copies of a completed site plan

STANDARDS FOR APPROVAL OF VARIANCES			
STANDARDS	Does Request Meet Requirement		
	Yes	No	N/A
That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same district			
COMMENTS/FINDINGS OF FACT:			
Findings showing compliance with standard:	Findings showing non-compliance with standard:		
That strict and 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			
COMMENTS/FINDINGS OF FACT:			
Findings showing compliance with standard:	Findings showing non-compliance with standard:		
That the special conditions and circumstances do not result from the actions of the applicant, particularly any failure of the applicant to investigate the requirements of this Ordinance before purchasing the property upon which a variance is requested;			
COMMENTS/FINDINGS OF FACT:			
Findings showing compliance with standard:	Findings showing non-compliance with standard:		

STANDARDS FOR APPROVAL OF VARIANCES

STANDARDS		Does Request Meet Requirement		
That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district				
COMMENTS/FINDINGS OF FACT:				
Findings showing compliance with standard:	Findings showing non-compliance with standard:			
Nonconforming use of neighboring lands, structures, or buildings in the same district and permitted use of lands, structures, or buildings in other districts shall not be considered grounds for issuance of a variance.				
COMMENTS/FINDINGS OF FACT:				
Applicants Comments:	Zoning Administrators Comments:	Planning Commission Comments:		

PLANNING, ENGINEERING AND ZONING APPLICATION FEES

Metamora Township – Adopted August 14, 1995

Amended July 13, 2009

1. Re-Zoning Application Fee **\$1,500.00**
2. Zoning Board of Appeals Application Fee **\$800.00**
3. Soil Removal and Landfills
 - Administration Fee **\$150.00** plus **\$3,000.00** Escrow for Planning and Engineering
 - PLUS: Bi-Annual Mining Permit and Bi-Annual **\$2,000.00** Escrow for inspections
4. Site Plan Review
 - Administration Fee **\$150.00** Plus **\$500.00** Escrow for Planning
 - Note: If Engineering is required Add **\$2,000.00** Escrow
5. Special Land Use
 - Administration Fee **\$150.00** plus **\$800.00** Escrow for Planning
 - Note: If Engineering is required add **\$2,000.00** Escrow
6. Mobile Home Park Subdivision Plat, Condominium Subdivision and Private Road Review
 - Administration Fee **\$150.00** plus **\$3,000.00** Escrow for Planning and Engineering
7. Single Sign Application **\$175.00** Multiple Sign Application **\$250.00**
8. Special Meeting with Planning Commission and Planner **\$800.00**
9. Master Deed Review by Township Attorney **\$1,000.00** Escrow
10. Cell Tower Co-Location Review **\$500.00**
11. Transfer of Special Land Use **\$150.00**
12. Pre-Application Conference **\$500.00**
13. Roadside Market Annual Fee **\$75.00**
14. Front Yard Accessory Building Application **\$50.00**
15. **NOTE:** Re-Review of Revised Plans Escrow Account must be in the positive
16. **NOTE:** Any and all fees must be paid in full before Final Approval is granted
17. **NOTE:** Any and all un-used Escrow will be returned to the applicant

Administration Fee: \$ _____

Escrow Fees: \$ _____

Total Fees: \$ _____

Case# _____ All Fees Paid and Received by: _____ Date: _____

Applicant's Signature: _____