

**CHIKAMING TOWNSHIP**  
Zoning Board of Appeals  
Application for Variance Requirements  
Updated 12/1/2021  
**ALL FEES ARE NON-REFUNDABLE**

A complete application will include the following:

**1. 9 COPIES OF ALL DOCUMENTS**

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, email, and phone number of the person who prepared the scale drawing.
  - g. Document authorizing your approval of a representative (if applicable)
2. A completed variance request form.
  3. Complete the *Applicant Statement of Facts* and attach to application form.
  4. A check in the amount of **\$1000.00 (Non-Refundable)** 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, **9 copies** of the site plan and all other documents, along with the **\$1000.00 non-refundable** application fee must be submitted to the Zoning Administrator no later than the close of business on the deadline date published on the Township Website. All site plans and other drawings shall be a minimum of 11" x 17". Incomplete applications will not be scheduled for a hearing.

The Zoning Board of Appeals hearings are held the 3<sup>rd</sup> Tuesday of each month starting at 1:00 p.m. Each case is scheduled for 15 minutes. You or your representative must be present at the hearing.

**CHIKAMING TOWNSHIP ZONING BOARD OF APPEALS  
VARIANCE REQUEST**

ZBA CASE# \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Interest in property:

Email: \_\_\_\_\_

\_\_\_\_Owner

Phone No.: \_\_\_\_\_

\_\_\_\_Agent

Property Code No.: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

What are the 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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would a literal interpretation of the provisions of the Zoning Ordinance 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

Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator

**CHIKAMING TOWNSHIP**  
**ZONING BOARD OF APPEALS**  
**VARIANCE REQUEST**

Applicants must answer each of these five (5) questions in as detailed a manner as possible.

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, create a hardship, 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?

# Authorization for Agency

I, \_\_\_\_\_ authorize \_\_\_\_\_

To act as my agent in reference to my application for a variance at

\_\_\_\_\_

\_\_\_\_\_

Chikaming Township, \_\_\_\_\_, MI.

This authorization terminates on \_\_\_\_\_ -

\_\_\_\_\_.

Signature of owner,

\_\_\_\_\_

Date \_\_\_\_\_