



Application No: _____
 Date Filed: _____
 Hearing Date: _____
 Time: _____
 Review Fee: _____

**CHARTER TOWNSHIP OF FENTON
 ZONING BOARD OF APPEALS
 VARIANCE APPLICATION**

Property MUST be staked - The Board will NOT act on property not staked

Applicant Information

Name:		Date:
Address:		Phone:
City:	State:	ZIP:

Property Owner (if different from applicant-if more than 1, list on separate sheet)

Name:		Date:
Address:		Phone:
City:	State:	ZIP:

Property for which Variance is Requested

Street Address:	
Location:	
Parcel ID #:	Zoning District:

Application Check List

<input type="checkbox"/>	Letter of Intent	<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Plot Plan	<input type="checkbox"/>	Elevations of Proposed Construction
<input type="checkbox"/>	Variance Work Sheet	<input type="checkbox"/>	Zoning Permit Application

I hereby affirm that the above information is correct to the best of my knowledge and grant permission for Township Officials and/or Township Staff to conduct on-site inspection.

Signature of Property Owner

Print Name

Signature of Applicant

Print Name

Date

3/31/2005

----- FENTON TOWNSHIP OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE -----

Date notice of Zoning Board of Appeals meeting published

Date notice of Zoning Board of Appeals meeting was mailed to property owners within 300'

ZBA Decision

Approved
 Approved as Amended

Date of Hearing _____ Time
 Denied
 Other: _____

Remarks: _____

Regular Zoning Board of Appeals Hearings
are held at 7:00 p.m. the 4th Tuesday of every month
Fenton Township Civic Community Center
12060 Mantawauka
Fenton, MI 48430
810 629-1537

The deadline for filing applications is the 4th Tuesday of the month prior to the regularly scheduled meeting. This is to allow enough time to meet requirements for public notice.

HEARING WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS
SUBMITTED AND FEE PAID BY THIS DEADLINE

BOARD OF APPEALS WILL NOT ACT ON PROPERTY NOT STAKED
10 days prior to the meeting
Property must be staked at the corners on the road
Proposed construction must also be staked

The applicant must submit the following:

1. Completed application form (reverse side of this sheet)
2. Letter of intent
 - including statement that property will be staked
3. Proof of ownership - DEED
4. Plot plan including the following (see sample plot plan):
 - north arrow
 - actual shape and dimensions of the lot
 - all existing structures, indicate on plot plan that they are existing
 - all proposed structures, indicate on plot plan that they are proposed
 - setback distances from **ALL** property lines to existing and proposed structures
 - location of well, septic system/sanitary sewer line and any easements
 - street location and name
 - sight line (if property is located on a lake)
5. Elevations of proposed construction
6. Variance work sheet
7. Zoning permit application
8. Fee (\$200.00 regular meeting – \$400.00 in addition for special meeting)

Property owner must attend Zoning Board of Appeal meetings or be represented by a person with **notarized** letter of representation to act on behalf of owner.