



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**

***Property for which Variance is Requested***

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

***Applicant Information***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

***Property Owner (if different from applicant) written authorization from the property owner is required.***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

***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 inspections.

Signature of Property Owner \_\_\_\_\_ Print Name \_\_\_\_\_  
 Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_  
 Date \_\_\_\_\_

3/31/2017

**----- 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**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Approved            | _____ Date of Hearing _____ Time      |
| <input type="checkbox"/> Approved as Amended | <input type="checkbox"/> Denied       |
|  | <input type="checkbox"/> Other: _____ |

Remarks: \_\_\_\_\_  
 12060 Mantawauka Drive, Fenton, Michigan 48430 Tel. (810) 629-1537 www.fentontownship.org

### Meeting Information

All meetings begin at 7:00 P.M., unless otherwise noted, and are held at the Fenton Township Office.

The following items must be submitted to the Planning & Zoning Department by the submittal deadline. Deadline is the 4th Tuesday of the month prior to the regularly scheduled meeting.

- Application
- Letter of intent **including a statement that the property will be staked**
- Proof of ownership - DEED
- Plot Plan - Sketch drawn to scale. Including the following:
  - property dimensions
  - all set backs from all property lines
  - existing and proposed structures on the property
  - any other notable information such as easements, sewer/septic, well, floodplains etc.**If property is on a lake the sight line must be shown**
- Elevations of the proposed construction
- Variance worksheet
- Statement of how the application meets the criteria to qualify for the variance(s)  
**You must answer all of the questions as completely as possible**

### Review Process

Township staff will prepare a notice for publication in the newspaper and will mail notifications to the property owner(s) and all property owners within 300 feet of the property in which the request is located.

All Zoning Board of Appeals applications are reviewed by Township staff and provided to the ZBA prior to the scheduled meeting.

### Meeting Procedures

The petitioner shall appear on his/her own behalf, or by representation, at the ZBA hearing. If represented by someone other than the owner, a notarized letter of representation must be submitted. Failure to do so can result in the petition being denied.

The meeting format will be as follows:

- Introduction of the petition by the Chairperson
- Petitioner presentation
- Public hearing
- Deliberation
- Motion
- Vote      Approval of the variance requires a majority of the entire membership or **four (4)** votes

The ZBA members shall have the authority to grant a lesser variance than requested.

In addition, the ZBA may require conditions related to the site, operation and/or use to mitigate the impact of any variance.

### Approvals and Permits

If the petition is granted and all conditions are met, a building permit may be requested on the next business day following the ZBA hearing.

**Approval of the variance is valid for one (1) year, and the application for a building permit or zoning permit must be submitted within this one year period.**

Following are five (5) standards which the Zoning Board of Appeals must use in considering your variance request and a place for you to explain how you meet these standards. You may use additional sheets to answer in more detail, but you **MUST** answer **ALL** of the questions

1. The standard for which the variance is being granted would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity unnecessarily burdensome.

Describe how strict compliance would prevent you from being able to use the property for its permitted purpose or how compliance would be unnecessarily burdensome as described in standard #1 above:


2. The variance is the minimum necessary to provide adequate relief to the applicant and is not so large that it is unfair to similarly situated property owners who managed to comply with the requirements or make do with a smaller variance.

Describe how your request is the minimum necessary and not so large that it would be unfair to similarly situated property owners as described in Standard #2 above:


3. The problem is due to circumstances unique to the property and not to general conditions in the area.

Describe what is unique to your property that warrants a variance as described in Standard #3 above:


4. The problem that resulted in the need for the variance was not a self-created hardship. In this instance "self-created" includes actions by the current owner or past owners of the property.

Describe why this problem should not be considered as self-created as described in Standard #4 above:


5. Issuance of the variance would still ensure that the spirit of the ordinance is observed, public safety secured and substantial justice done.

Describe how issuance of the variance would ensure the spirit of the ordinance is observed, public safety secured and no injustice is done as described in Standard #5 above:
