



ZONING BOARD OF APPEALS APPLICATION

Please submit initial application digitally to the Township Zoning Administrator
Ryan Carrigan at zoningadmin@grattantownship.org.

Upon the Zoning Administrator's determination of application completion,
the hard copy application and payments must be submitted to the Township offices at the address below
or Monday- Thursday, 9:00 am.- 4:00 p.m.

Note: Applications must be deemed complete 21 days prior to the next scheduled meeting.



GRATTAN TOWNSHIP
ZONING BOARD OF APPEALS APPLICATION

Application Fee: \$575.00
Escrow Fee: \$500.00

Date of Application _____

Name of Applicant _____
Please Print

If a corporation or business is the applicant, list name (s) and title (s) of contact person below and provide Affidavit of Agent Authorization.

Address of Applicant (where escrow funds and all mailings should be sent):

Street _____ City: _____ State: _____ Zip: _____

Phone: _____ EMAIL: _____

Address for Variance Request: _____

Parcel (s) Number (s): 41-12 _____

VARIANCE INFORMATION/ PROJECT DESCRIPTION AND NARRATIVE- Please provide information describing the variance requested and the use of the structure (Please see page 2 for decision criteria):

Required with all Applications:

- One hard and one digital copy of a site plan (see page 5 for site plan requirements), building plans and scaled site plan meeting the requirements of the Zoning Ordinance. Additional hard copies may be required as determined by the Zoning Administrator.
- Proof of ownership.
- Legal description and/or survey of property under review.
- Signed Zoning Ordinance Time Limits acknowledgement form.
- Signed Escrow Acknowledgment form.
- Application and escrow fee paid.

Estimated Date to begin project _____ Estimated Date to Complete Project _____

YES/NO ZBA Members have my permission to visit the property site relating to this application.
Note to Applicant: This is optional and will not affect any decision related to your application.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

***** OFFICE USE *****

Date Submitted to ZA _____ Application Deemed Complete _____ Incomplete _____

\$575 Fee Paid/Check# _____ \$500.00 Escrow Paid/Check# _____ Date Paid _____

Received by: _____ Entered in BS&A: _____



GRATTAN TOWNSHIP ZONING BOARD OF APPEALS APPLICATION

Applicant Instructions

Per Ordinance the Board of Zoning Appeals must find reasonable evidence that a variance will not be detrimental to adjacent property or impair the intent of the Ordinance. The following documents or summaries must be completed in preparation for your appeal to the ZBA.

Overview of Application: (Include a detailed site plan with measurements)

A Decision will be based on the following Criteria outlined in the Grattan Township Zoning Code under sections: 18.06 for Dimensional Variance OR 18.07 for Use Variance.

Attach a written summary for each decision criteria on a separate sheet of paper:

18.06

- A. That the enforcement of the literal requirements of this Ordinance would involve practical difficulties.
- B. That special conditions or circumstances exist which are peculiar to the land, structures or buildings involved and which are not applicable to other lands, structures or buildings in the same zoning district.
- C. That literal interpretation of the provisions of this Ordinance would deprive the applicant of property rights commonly enjoyed by other properties in the same zoning district.
- D. That the authorizing of such variance will not be of substantial detriment to other lands and uses and will not be contrary to the spirit and purpose of this Ordinance.

18.07

- A. That the enforcement of the literal requirements of this Ordinance would cause unnecessary hardship.
- B. That exceptional conditions or extraordinary circumstances exist which are unique to the land, structures or buildings involved, and which are not so general or recurrent in nature so as to make reasonably practicable an amendment to this Ordinance.
- C. That literal interpretation of the provisions of this Ordinance would deprive the applicant of a substantial property right commonly enjoyed by other properties in the same zoning district.
- D. That the authorizing of such variance will not be of substantial detriment to the adjacent and nearby properties and will not be contrary to the spirit and purpose of this Ordinance.
- E. No nonconforming use of nearby lands, structures or buildings shall in itself be considered grounds for the issuance of a variance.

GRATTAN TOWNSHIP ZONING ORDINANCE
TIME LIMITS FOR VARIANCES

Below are important Zoning Ordinance Time Limits information. Applicants are required to sign to acknowledge receipt of form and Zoning Ordinance Time Limits information.

This document is to ensure that all applicants, who apply for Zoning Variances within the Township that requires a site plan, understand that there are Time Limits set in the Grattan Township Zoning Ordinance. A copy of Sections 18.08-Time Limits on Variances is included below. The Grattan Township Zoning Ordinances are subject to change.

18.08 TIME LIMITATIONS ON VARIANCES

A. The construction or other work authorized by a variance shall be commenced and shall reasonably proceed toward completion not later than one year after the granting of the variance; if such construction or other work is not so commenced, or if commenced, if it has not reasonably proceeded toward completion within such one-year limitation, the variance shall be null and void and of no further effect as of the end of such one-year period, subject to other provisions in this section.

B. Upon request of the applicant, the Zoning Administrator may grant an extension of up to one year, following the initial one-year limitation stated in subsection A, and if the Zoning Administrator finds that extenuating circumstances have prevented the completion of the authorized work or if the Administrator determines that such an extension is otherwise justified in the circumstances. The applicant shall apply for any such extension within the initial one-year limitation as stated in subsection A; provided, however, that if the applicant fails to apply within such initial one year, but if such failure is the result of extremely extenuating circumstances or unusual hardship, in the sole opinion of the Zoning Administrator, then the administrator may consider, and may grant, up to a one-year extension, but such extension shall commence no later than the end of the initial one-year limitation.

C. If at any time during the one-year period immediately following the granting of a variance, the applicant concludes that the authorized work may not be completed within one year, or if the applicant apprehends that the Township may conclude that such work has not reasonably proceeded toward completion on a timely basis, the applicant may apply at any time during such one-year period for an extension as authorid hereunder.

D. The provisions of this section shall apply to all previously granted variances, as of the effective date of this section, as to which the authorized construction or other work has not been commenced or has not reasonably proceeded toward completion within one year after the granting of the variance, and if such construction or other work remains uncompleted, except as follows:

1. The applicant, or its successor, for the original variance shall have up to one year from the effective date of this section in which to apply to the Zoning Administrator for a one-year extension of the original approval, but any such one-year extension shall commence as of the effective date of this section. The Zoning Administrator shall grant such extension, if it is timely applied for. In the absence of such timely application, the variance shall be of no further force or effect if such construction or other work remains uncompleted as of one year after the effective date of this section.

2. The Township shall notify such applicants or their successors by letter sent by first-class U.S. mail to their current tax-roll addresses, describing the provisions of this section, including the opportunity to apply for an extension as stated in this subsection D. Such letter shall be mailed within 30 days of the effective date of this section. The Township shall keep an accurate record of the mailing date of such letter, but the Township shall not be required to attend to the delivery thereof, except for the deposit of the letter into a U.S. mail receptacle. The failure of an applicant or successor to receive such letter shall not excuse a failure to timely apply for an extension, nor result in any additional right on the part of the applicant.

3. The variances described in this subsection D shall continue to be effective according to their terms during the period authorized in this subsection for an application for an extension, and also during any extension granted by the Zoning Administrator; thereafter, however, any such variance shall be void and of no further effect if such construction or other work is not completed by the end of the above-stated notification period or by the end of any granted extension. In such event, the applicant may apply for a new variance, but the approval thereof shall be in the sole discretion of the Board of Appeals, in the same manner and to the same extent as is the case with all other such applications.

I have read the above information from the Zoning Ordinance regarding Time Limits. I understand the issues of Time Limits that apply to my requested application.

I acknowledge that I received information regarding Zoning Ordinance Time Limits and that should my request be approved, I am required to comply with the Grattan Township Zoning Ordinance Time Limits.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

GRATTAN TOWNSHIP ESCROW ACCOUNTS ACKNOWLEDGEMENT

Thank you for submitting your application, application fee and Escrow to Grattan Township.

Under the Zoning Escrow Fee Resolution adopted by the Township Board, the Board has established a policy that the costs and expenses incurred by the Township in the consideration and review of the application, is to be reimbursed to the Township by the applicant through the application fee and an escrow account. In this way, these Township expenses are borne by the party making the review application, rather than by Township taxpayers in general. The reimbursement of the Township's costs and expenses is obtained through an escrow account, in addition to the application fee.

Escrow accounts are set up when an individual applies for a permit/variance which involves meeting with Planning Commission, Zoning Board of Appeals, Wetlands Review Board, Safety Board of Appeals and Storm Water Permits. Grattan Township sets this money aside specifically to cover any expenses that occur that are directly related to an applicant's request. Some of the specific uses for the escrow account are:

- Paying for newspaper Notices for Public Hearings
- Paying for preparation of 300 ft. Notices to neighboring parcels.
- Paying for any legal fees relating to the applicant's case.
- Paying for the costs of any special meetings regarding individual's case
- Paying for technical writing/composing resolutions for each case.
- Paying for services by a professional planner or engineer, if needed, for follow-up on special conditions for Special Land Use or Private Road.

The Township does much of the composing and writing resolutions as well as technical writing, but there are cases when an attorney will be consulted for legal issues. In such cases the costs of the funds due to attorney fees are charged to the escrow account. **Note: There have been cases that have consumed the original escrow account and it is necessary to request additional escrow funds.**

Many requests are simple and do not require the need for legal advice. In simple cases the remaining amount of the unused escrow could be returned 60 days after the final meeting.

When a case for a Special Land Use involves Special Conditions that need to be met, escrow funds may not be returned until all the special conditions are completed.

No building permits or other Township permits can be issued until all fees are paid relating to an applicant's case.

To indicate your understanding of the Township's policy on reimbursement of these costs and expenses, and your agreement to abide by that policy, please sign in the space indicated below.

I have read the above information regarding the use of the Escrow Funds. I understand the use of the funds and that I am responsible for the reimbursement to the Township of its actual expenses incurred in connection with my case. I further understand the potential that my escrow account could be depleted during my case and that additional funds could be requested or held until special conditions, if any, on my case are completed.

Applicant: _____ Date: _____

Signature

Applicant: _____ Date: _____

Signature

SITE PLAN REQUIREMENTS

(Not required for interior remodeling)

Complete Site Plans Must Include:

- Dimension of the lot and/or acreage (all sides).
- The location, with distances to the lot lines (including wetlands/shorelines), of existing and proposed structures.
- The dimension (LxWxH) of all existing and proposed structures.
- The location of all roads bordering or on the property.
- The location of any power or gas lines on the property.
- The location of any lakes, rivers, stream, or wetlands on or near the property.
- The location of any sewer or other easements on the property.
- Measure
- An arrow indicating direction of north.