

5. HOW TO SUBMIT A ZONING BOARD OF APPEALS REQUEST

This is the process to request a Variance Request, Ordinance or Map Interpretation of an Appeal from Administrative Decisions. The Zoning Board of Appeals Application must be filled out completely and returned no later than three (3) weeks prior to a scheduled Board of Appeals hearing. All mailings will be sent to the applicant.

Materials to submit

- The Township will supply you with a [Zoning Board of Appeals Application](#). Please fill the form out completely.

Time line for review

- Zoning Board of Appeals requires notification of all property owners within 300' of the property.
- Applicant will be notified as to when the Appeals meeting is scheduled.

Fees

- The Township charges a fee of \$250.00 for each Zoning Board of Appeals application. This fee pays for the cost of professional review of your request and notification to property owners.

A. ZONING BOARD OF APPEALS APPLICATION

Variance Request Application

Date: _____

Name: _____

Address: _____

Phone Number (Home): _____ (Work): _____

Provide the legal description of the property affected

Tax Identification Number: _____

Current Zoning of Property: _____

Explain Variance Request: (Use additional sheets if necessary)

Signature: _____

Amount Enclosed: _____

Request Fee: \$250.00. No action will be taken until the entire fee is submitted.

Return this application with fee to Mary Ellen Keel, Ingersoll Township Clerk, 4183 S. Smith Crossing Road, Freeland, MI 48623.

Official Use Only

Received by Township Clerk: _____ (Date)

Received by Board of Appeals Chairman: _____ (Date)

The Board of Appeals will use the following questions to help decide if a variance is necessary. The Board will ask the questions listed below:

BOARD OF APPEALS CHECKLIST

(A variance will only be granted if all of the following questions are answered “yes” and practical difficulty with compliance to the zoning ordinances must be demonstrated.)

- 1) Has the Applicant shown that this variance would not adversely affect the intent and purpose of the Zoning Ordinance? If yes, explain.
- 2) Has the Applicant proven that a variance will not cause an adverse effect on adjacent properties?
- 3) Has the Applicant proven that a variance would not produce a nuisance condition to nearby premises?
- 4) Is the basis for the proposed variance due to uniquely identified characteristics of the property and not related to general conditions in the same zoning district throughout the township? *(If the Board of Appeals finds that the hardship is not unique, but common, then an amendment to the zoning ordinance or a re-zoning should be pursued.)*
- 5) Has the Applicant shown that a variance will not otherwise impair the public health, safety, or general welfare of the residents of Ingersoll Township?
- 6) Will strict compliance with the ordinances have the effect of unreasonably preventing the Applicant from using the property for a purpose permitted by the ordinance or would it be unnecessarily burdensome?

B. FLOW CHART FOR ZONING BOARD OF APPEALS

