



27625 CR 375
Paw Paw, MI 49079
Phone: 269-668-6910
Fax: 269-668-6913
www.almenatownship.org

ZONING VARIANCE APPLICATION

A variance allows people to deviate from a requirement of the zoning ordinance. By asking for a variance, property owners must prove that strict enforcement of the law would cause practical difficulties for the property owner due to circumstances unique to the property.

The ZBA meets when necessary at the Almena Township Hall. It is to the benefit of the applicant to be present at the meeting.

Application and the proper fee must be submitted to Associated Government Services (AGS) three weeks prior to the scheduled ZBA meeting. AGS and the ZBA chair will review the application and drawing submitted. If the information and drawing submitted are deemed inadequate, then additional information will have to be received before a ZBA hearing is scheduled or the variance request is put on the agenda. A drawing prepared by a licensed surveyor or engineer may be requested to provide accurate information. AGS will then submit the variance being requested, fees and a report by AGS as to their findings two weeks prior to the ZBA meeting, so that the township can notice the appropriate residents. Additions to the application will not be accepted at the hearing.

Original applications and minutes of the ZBA hearings will be on file at the township.

PROCEDURE

1. **Pick up the application at the Township Hall (Mon., Wed., Fri. 9 a.m. – 4 p.m.) or at Associated Government Services, Inc. (AGS) phone # 269-679-4900 629-0600**
2. **Pay application fee of \$350 to Almena Township**
3. **Use this checklist when making a scale drawing/map of the property. Accurate drawings are very important in helping the ZBA to make decisions.**
 - Use a scale of not less than one inch for every 20 feet of property.
 - Draw all roads and property lines.
 - Draw all existing structures with dimensions and distances between them. (Include distances to property lines and the center of the roadway.)
 - Label all proposed changes in the drawing.
 - Include locations of septic system and drain field.
 - Draw in lakes, streams, wetlands or other natural features on the property.
 - If available, include any surveys, photos or site plans to help clarify your request.
4. **Please see the Almena Township Zoning Ordinance Article XXII, Section 22.08(g) for considerations that the Zoning Board of Appeals must refer to in granting variances.**



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Name: _____

Address: _____

Phone: _____ Fax: _____

Name and address of any other person, firm or corporation having a legal or equitable interest in the property.

I (we) petition the Township of Almena for a variance on the below described property:

Address: _____

Parcel (Tax) #: _____

Legal Description (Use attachments if necessary): _____

Requirement: Ordinance Section No. _____

Proposed Requested Variance: _____

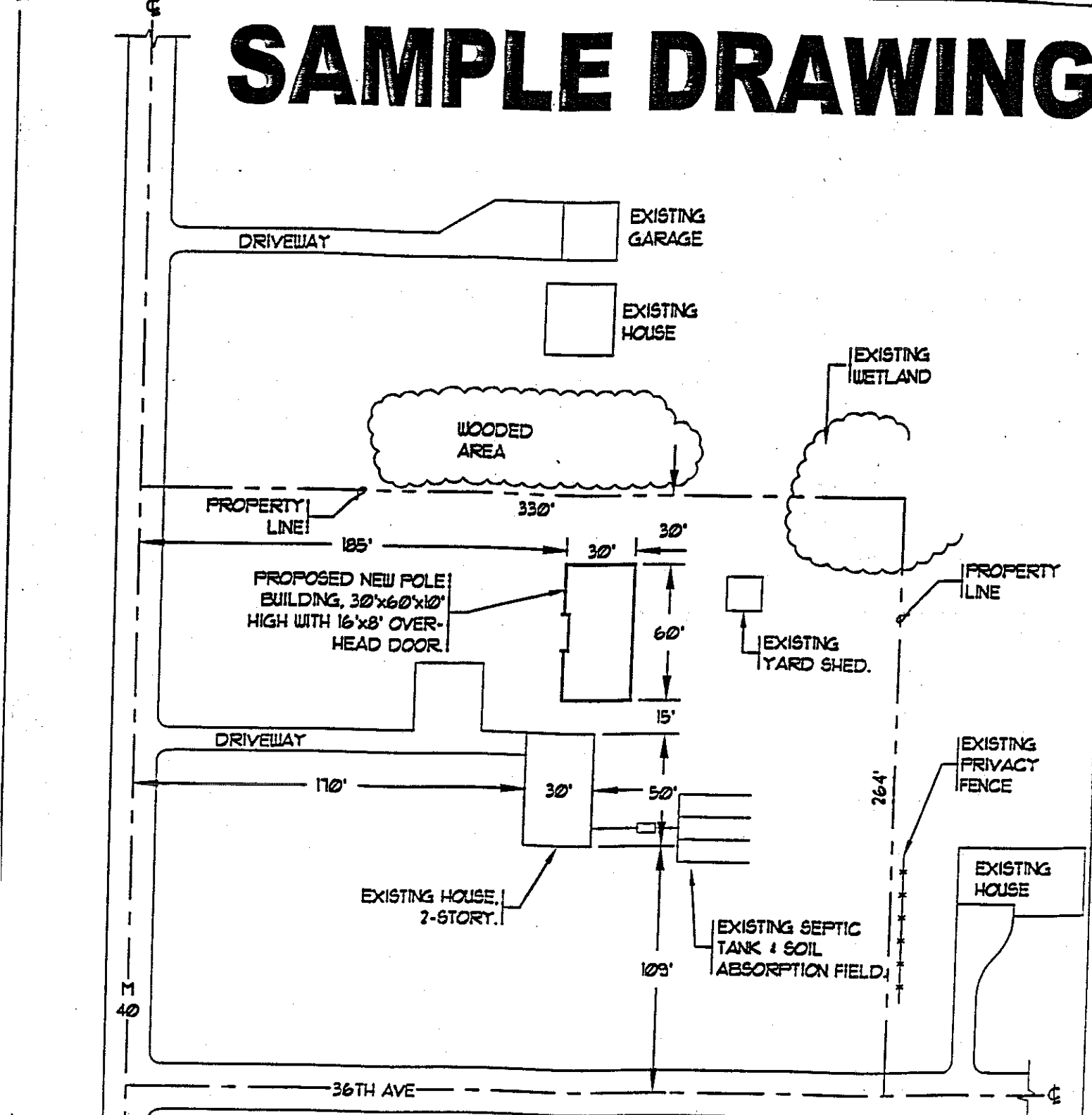
Reason for Requested Variance: _____

Please attach to this application a scale drawing/map of the property. 1) Use a scale of not less than one inch for every 20 feet of property. 2) Draw all roads and property lines. 3) Draw all existing structures with dimensions and distances between them. (Include distances to property lines and the center of the roadway.) 4) Label all proposed changes in the drawing. 5) Include locations of septic system and drain field. 6) Draw in lakes, streams, wetlands or other natural features on the property. 7) If available, include any surveys, photos or site plans to help clarify your request.

Applicant's Signature: _____ Date: _____

Application Fee: \$350.00 Nonrefundable Payable to: Almena Township Received: _____

SAMPLE DRAWING



SHEET TITLE

SCALE: 1" =

NOTES:

NAME:
ADDRESS:
PARCEL NO:
DATE: