

**ZONING VARIANCE APPLICATION**  
**ALMENA TOWNSHIP**  
**27625 CR 375**  
**PAW PAW, MI 49079**  
**269-668-6910 FAX 269-668-6913**  
**www.almenatownship.org**

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 on the 3<sup>rd</sup> Monday of the month 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 four (4) weeks prior to the scheduled ZBA meeting for review. If the information and/or drawing submitted are deemed inadequate, additional information will have to be received before the 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. Additions to the application will not be accepted at the hearing.

The 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 (M, W, F 9am-4 pm) or at our website [www.almenatownship.org](http://www.almenatownship.org)
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 (1) inch for every 20 feet of property; please use graph paper if this will help you in keeping the scale accurate throughout the drawing.
  - Draw ALL roads and property lines
  - Draw ALL existing structures with dimensions and distances between them (including distances to property lines and the center of the roadway)
  - Draw and Label all proposed changes in the diagram
  - Include locations of well, septic system, and drain field
  - Draw ALL lakes, streams, wetlands or other natural features on the property.
  - If available, please include any surveys, photos or site plans to help clarify your request.
4. Please see the Almena Township Zoning ordinance, Article XXVII, Section 27.07(g) for considerations that the Zoning Board of Appeals must refer to in granting variances.

**ZONING VARIANCE APPLICATION**  
**ALMENA TOWNSHIP**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Name and address of any other person, form 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 (1) 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 distance to property lines and the center of the roadway) 4) Label all proposed changes in the drawing. 5) Include locations of well, septic and drain field. 6) Draw in lakes, streams, wetlands and 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 *Nonrefundable* Payable to: Almena Township Received \_\_\_\_\_