



EAST BAY CHARTER TOWNSHIP

1965 3 Mile Road, Traverse City, Michigan 49686
(231) 947-8681 | <http://www.eastbaytwp.org/>

Zoning Administrator: Bill Vandercook
(231) 947-8681 ext. 3 | zoning@eastbaytwp.org

Application for Variance or Appeal

1. Applicant & Owner Information

Applicant/Authorized Agent's Name: _____

Is the applicant the owner of the property? Yes No

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

Property Owner's Name (if different from the applicant): _____

Property Owner's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

2. Existing Property Information

Parcel Number: _____

Address: _____ Zip Code: _____

Existing Use(s): _____

Current Zoning District(s): _____

3. Site Plan Information Required

Please attach two (2) copies of the proposed site plan, which shall include and illustrate at a minimum the following information, unless waived by the Zoning Administrator as clearly inapplicable to the site under consideration.

<i>Check to indicate item is provided on site plan</i>	<i>Site Plan Information Required</i>
<input type="checkbox"/>	Property boundary lines.
<input type="checkbox"/>	Any adjoining road right of way and other easement lines.
<input type="checkbox"/>	Current lot improvements including buildings, structures, wells, septic, driveways.
<input type="checkbox"/>	Natural conditions on the site including waterbodies (if present), topography measured in contours of not more than two (2) feet, vegetation and/or trees.
<input type="checkbox"/>	The setbacks of existing structures on the lot from the adjoining lot lines.
<input type="checkbox"/>	The proposed setbacks of structures that would result from the variance.
<input type="checkbox"/>	Any other proposed changes to the lot and/or its buildings that would result from the variance.

4. Basic Information & Conditions Required For Variance

Please state the reasons for your variance request (such as topography, waterbodies, or septic location).

In order to grant a variance, the Zoning Board of Appeals must find that each of the following conditions are satisfied by the application. Please explain how each of the following criteria are met.

1. The requested variance shall not be contrary to the public interest or to the intent and purpose of this Ordinance.

2. The requested variance shall not permit the establishment within a district of any use which is not permitted by right within that zone district, or any use or dimensional variance for which a special land use permit is required.

3. The requested variance shall not cause a substantial adverse effect upon properties in the immediate vicinity or in the district in which the property of the applicant is located.

4. The conditions or situations which necessitate the requested variance is not so general or of such recurrent nature as to make the formulation of a general regulation for such conditions reasonably practical.

5. The requested variance shall relate only to property that is under control of the applicant.

6. The requested variance shall not be necessitated by any self-created condition or action taken by the applicant or property owner.

7. There is no reasonable alternative location on the parcel for the proposed improvements for which a variance is sought where such alternative location would eliminate the need for the requested variance or reduce the extent of the condition(s) necessitating the variance.

If the information you are inputting does not fit within the box provide please include a supplemental word document attached to this application with the requested information. Contact the Zoning Administrator with any questions.

5. Special Conditions Required For Variance

In order to grant a variance, the Zoning Board of Appeals must find that at least one of the following special conditions are satisfied by the application. Please explain how at least one of the following criteria apply to your application.

1. Practical difficulties exist on the subject parcel that make it impossible to use it while remaining in full compliance with the zoning ordinance.

2. Exceptional or extraordinary circumstances of physical conditions such as narrowness, shallowness, shape, or topography are present on the subject parcel that are not present on other properties in the same zoning district.

3. The variance is necessary for the preservation of a substantial property right on the subject parcel that is normally possessed by other properties in the same zoning district.

If the information you are inputting does not fit within the box provide please include a supplemental word document attached to this application with the requested information. Contact the Zoning Administrator with any questions.

6. Affidavit

The undersigned affirms that he/she is the _____ involved in this petition and that the foregoing answers, statements and information are in all respects true and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff and consultants of East Bay Township access to the subject property as required and appropriate to assess site conditions in support of a determination as to the suitability of the proposed project and/or current or future Sign Permit and Zoning Ordinance compliance.

Signature

Date

For Township Use Only

The proposed use is permitted by East Bay Township, as amended.			
The proposed use was approved by the Zoning Board of Appeals.			
ZBA Application #		ZBA Date:	
LUP Application #		Filing Date:	
Related SUP #		Fee Tendered:	
Escrow #			