



# GENOA TOWNSHIP


## ZBA VARIANCE SUBMITTAL REQUIREMENTS

**The following is required. Failure to meet these requirements may result in postponement or denial of the petition:**

 (1) Completed variance application

 (1) Copy of the site or plot plan showing the following:  
dimensions of property; all roads adjacent to property, easements, wetlands, lakes and streams, all structures, existing or proposed wells, septic tanks and fields, dimensions from buildings to property line, dimensions of proposed building including building elevations (folded, if large) ALL SETBACKS MUST BE SHOWN.

**Waterfront properties must indicate setback from water for adjacent homes.**

 (1) Copy of architectural drawings depicting what the proposed project will look like when completed.

*A reduced size .pdf file of all large architectural plans and site or plot plans will be REQUIRED.*

**PROPERTY MUST BE STAKED SEVEN (7) DAYS PRIOR TO THE MEETING. FAILURE TO DO SO MAY RESULT IN POSTPONEMENT OR DENIAL OF THE PETITION.**

*A Petitioner (or a Representative) must be present at the meeting.*

### **Variance Fees**

***(Payments accepted in check or cash only)***

Residential .....	\$125.00
Commercial / Industrial.....	\$300.00
Sign.....	\$300.00

**A variance application will not be accepted if any of the listed items above are not completed. If property is not staked 7 days prior to meeting, it may be postponed.**



# GENOA CHARTER TOWNSHIP VARIANCE APPLICATION

2911 DORR ROAD | BRIGHTON, MICHIGAN 48116  
(810) 227-5225 | FAX (810) 227-3420

Case # \_\_\_\_\_ Meeting Date: \_\_\_\_\_

PAID Variance Application Fee  
\$125.00 for Residential | \$300.00 for Commercial/Industrial

**ARTICLE 23** of the Genoa Township Zoning Ordinance describes the Variance procedure and the duties of the Zoning Board of Appeals (see attached).

Applicant/Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Tax Code: \_\_\_\_\_

The applicant respectfully requests that an adjustment of the terms of the Zoning Ordinance be made in the case of their property because the following peculiar or unusual conditions are present which justify variance:

1. **Variance requested:** \_\_\_\_\_  
\_\_\_\_\_

2. **Intended property modifications:** \_\_\_\_\_

a. Unusual topography/shape of land (explain): \_\_\_\_\_  
\_\_\_\_\_

b. Other (explain): \_\_\_\_\_  
\_\_\_\_\_

**The following is required.** Failure to meet this requirement may result in postponement or denial of this petition.

**Property must be staked showing all proposed improvements seven (7) days before the meeting and remain in place until after the meeting.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Application must be completely filled out before submittal to Township and all submittal requirements must accompany application.**

**Any Variance not acted upon within 12 months from the date of approval is invalid and must receive a renewal from the Zoning Board of Appeals (ZBA).**

**After the decision is made regarding your Variance approval a land use permit will be required.**

# ZBA MEETING SCHEDULE AND SUBMITTAL DATES FOR 2016

**\*\* Please note that applications will not be accepted without a site plan/plot plan showing setbacks from all lot lines and elevation drawings for all proposed structures. Plans must be folded if large in size.**

## Meeting Date:

**January 19, 2016 Tuesday @ 6:30 p.m.**

Submit by: December 18, 2015

**February 16, 2016 Tuesday @ 6:30 p.m.**

Submit by: January 22, 2016

**March 15, 2016 Tuesday @ 6:30 p.m.**

Submit by: February 19, 2016

**April 19, 2016 Tuesday @ 6:30 p.m.**

Submit by: March 23, 2016

**May 17, 2016 Tuesday @ 6:30 p.m.**

Submit by: April 22, 2016

**June 21, 2016 Tuesday @ 6:30 p.m.**

Submit by: May 27, 2016

**July 19, 2016 Tuesday @ 6:30 p.m.**

Submit by: June 24, 2016

**August 16, 2016 Tuesday @ 6:30 p.m.**

Submit by: July 22, 2016

**September 20, 2016 Tuesday @ 6:30 p.m.**

Submit by: August 26, 2016

**October 18, 2016 Tuesday @ 6:30 p.m.**

Submit by: September 23, 2016

**November 15, 2016 Tuesday @ 6:30 p.m.**

Submit by: October 21, 2016

**December 13, 2016 Tuesday @ 6:30 p.m.**

Submit by: November 18, 2016