

**GENOA CHARTER 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: **(ALL SETBACKS MUST BE SHOWN ON PLAN)**

- Dimensions of property
- Building Envelope
- All roads adjacent to property
- Any easements
- Any wetlands
- Septic tank and field or sewer line location
- Well location or water line location
- Driveways, decks, patios, detached accessory structures, any accessory structures located on the property
- Dimensions from building to property lines and Road Right of Way
- Dimensions of proposed building
- Plan must include lot coverage amounts for lots located in the Lakeshore Resort Residential zoning district
- Waterfront properties must indicate setback from water for adjacent homes.



(1) Copy of architectural drawings depicting proposed building elevations.

- Must include building height on drawings



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 SHOWING ALL PROPOSED IMPROVEMENTS.

ATTENDANCE IS REQUIRED

Variance Fees

(Payments accepted in check or cash only)

Residential	\$215.00
Commercial / Industrial	\$395.00
Sign	\$300.00

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



GENOA CHARTER TOWNSHIP
USE VARIANCE APPLICATION

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

Case # _____ Meeting Date: _____

PAID Variance Application Fee

\$215.00 for Residential | \$300.00 for Sign Variance | \$395.00 for Commercial/Industrial

Applicant/Owner: _____ Email: _____

Property Address: _____ Phone: _____

Present Zoning: _____ Tax Code: _____

ARTICLE 23 of the Genoa Township Zoning Ordinance describes the Variance procedure and the duties of the Zoning Board of Appeals.

Each application for Variance is considered individually by the ZBA. The ZBA is a board of limited power; it cannot change the Zoning Ordinance or grant relief when it is possible to comply with the Zoning Ordinance. It may provide relief where due to unique aspects of the property with strict application of the zoning ordinance to the land results in practical difficulties or unnecessary hardship.

The applicant is responsible for presenting the information necessary to support the relief requested. While much of the necessary information is gathered through the completed application, other information may be gathered by on-site visits, other sources, and during the ZBA meeting. ZBA members, township officials and township staff may visit the site without prior notification to property owners.

Failure to meet the submittal requirements may result in postponement or denial of this petition.

Please explain the proposed variance below:

1. Variance requested/intended property modifications: _____

The following is per Article 23.05.04 of the Genoa Township Ordinance:

Criteria Applicable to Use Variances. The Board of Appeals may grant a use variance only upon a finding that an unnecessary hardship exists. A use variance is approval to allow a use that is otherwise not permitted in a zoning district.

A finding of an unnecessary hardship shall require demonstration by the applicant of all of the following:

Under each please indicate how the proposed project meets each criteria.

Unreasonable Current Zoning Designation. Demonstrate that the site cannot reasonably be used for any of the uses allowed within the current zoning district designation. The Board of Appeals may require submission of documentation from professionals or certified experts to substantiate this finding.

Unique Circumstances. The need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district. Must prove that there are certain features or conditions of the land that are not generally applicable throughout the zone and that these features make it impossible to earn a reasonable return without some adjustment.

Not Self-Created. The problem and resulting need for the variance has not been self-created. The Board of Appeals shall consider changes made to the property by the applicant and near term predecessors.

Capacity of Roads, Infrastructure and Public Services. The capacity and operations of public roads, utilities, other facilities and services will not be significantly compromised.

Character of Neighborhood. The use variance will not alter the essential character of the neighborhood nor be a detriment to adjacent properties.

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 with additional site plan and construction plans.

Date: _____ Signature: _____