



## GREEN OAK CHARTER TOWNSHIP ZONING BOARD OF APPEALS APPLICATION

DATE: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

Office will fill in

### INSTRUCTIONS:

Prior to any appeal being filed with the Green Oak Charter Township Zoning Board of Appeals (ZBA), an applicant must have first applied for a building permit from the Green Oak Charter Township Building Department. The building permit must have had an administrative review conducted by a designated Building and Zoning Official and subsequently be denied if it is to be later considered by the Zoning Board of Appeals. This denial must be obtained in writing and copies submitted with the appeal application form, in no event should the denial letter be older than 30 days after the date of the decision from which the appeal is taken. The ZBA appeal application costs are not refundable.

If an appeal is filed with the ZBA, the following application form and a site layout must be completed. **ELEVEN COPIES** of the application, site layout and any additional pages or documents that the applicant desires the ZBA to consider must be provided prior to the application form being accepted by the Zoning Administrator. All appeals must be filed by **noon the third Wednesday** (one month prior) to the scheduled meeting date, in order to be considered for that month's meeting. There is a limit of five cases per monthly agenda, and applications are taken in order of submission. If more than five applications are received, the additional applications will be scheduled for the following meeting. The applicant or authorized representative must appear in person on their scheduled date. If an authorized representative is designated, the applicant must designate their authority in writing prior to the ZBA hearing being conducted. **All costs exceeding the application fee are the responsibility of the applicant and must be paid in full prior to any building permits being issued.**

All property owners and occupants within 300 feet of the petitioner's property will be notified by first class mail not less than 15 days prior to the public hearing.

While there is not a prescribed method to a presentation to the ZBA, the applicant should be prepared to provide all available proofs, documents, evidence, etcetera to support their request for a variance at the time of the hearing. Witnesses and/or any other tangible evidence to support the validity of the request for variance will be accepted and considered by the ZBA.

Applicant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax; \_\_\_\_\_  
E-Mail \_\_\_\_\_

Property Owner Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax; \_\_\_\_\_  
E-Mail \_\_\_\_\_

Location of Property for which the variance requested

Address \_\_\_\_\_  
Cross Streets \_\_\_\_\_  
Tax Identification # \_\_\_\_\_  
Information available from the Green Oak Charter Township Assessing Dept.  
Zoning District \_\_\_\_\_  
Lot Size/Acreage \_\_\_\_\_  
Current Use \_\_\_\_\_

Variance Request

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Number of Variances Requested \_\_\_\_\_

List the applicable Code Section Name, Section Number, and Subsection to be considered by the ZBA. \_\_\_\_\_

This information is contained in the Green Oak Charter Township Zoning Code Book

Describe Request

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## Criteria for a Dimensional Variance

Please respond to the following statements. The application must meet all criteria in order to obtain a variance. 38-95 (8)

What are the exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the same district or zone

Such variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zone and vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

The granting of such variance or modification will not be materially detrimental to the public welfare or materially injurious to the property or improvements in such zone or district in which the property is located.

The granting of such variance will not adversely affect the purpose or objectives of the master plan of the township.

The condition or situation of the specific piece of property, or the intended use of such property, for which the variance is sought is not of so general or recurrent a nature

You must provide the following information as part of your application:

- 1) Site Plan layout drawn to scale, which details the following:
  - Show all adjoining property setbacks and structures
  - Show existing and proposed setbacks from road right-of-ways
  - Show existing and proposed structures
  - Show required and existing setbacks by noting it on the site plan
  - Show NORTH arrow
- 2) Photographs of property in relation to roads and existing structures, when appropriate, to properly depict the reason for the appeal.
- 3) Written denial from the Planning and Zoning Administrator denying a building permit for this original request. ***38-94 Appeal shall be taken within such time as prescribed by the ZBA by general rule, but in no event later than 30 days after the date of the decision from which the appeal is taken.***
- 4) Eleven copies of the application, site layout and any additional pages or documents.
- 5) **A completed application. Incomplete applications with missing information will be returned and not placed on the ZBA agenda until complete.**

I hereby affirm that the above information is correct to the best of my knowledge and grant permission for Township officials, employees, consultants and members of the Zoning Board of Appeals to conduct an on-site inspection.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner, if different

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

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