



PLAINFIELD CHARTER TOWNSHIP
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING, ZONING & BUILDING SERVICES

6161 BELMONT AVENUE NE • BELMONT, MI 49306 • PHONE 616-364-1190 • FAX 616-364-6486
www.plainfieldmi.org

Zoning Variance Application Information

- Fees: \$500 total (\$200 application fee, plus \$300 escrow) must accompany this application.
- Please read the ENTIRE application before completing any of the forms attached.
- You or your representatives are encouraged to be present at the scheduled Zoning Board of Appeals meeting.
- No request will be considered if adequate information does not accompany the application, or if the application is not completely filled out.
- The regular meeting of the Zoning Board of Appeals is held each third Tuesday of the month. The application and all supporting documents must be received no later than three weeks prior to the meeting date.
- Members of the Zoning Board of Appeals make an effort to visit the property to become familiar with the situation to aid their decision. Please make sure your property address is visible from the road. When the variance requested is for a building or building addition, please mark the location of the proposed structure with stakes and colored tape for members of the Zoning Board of Appeals to see during their visit.

Please return this application and all required information to:

**Plainfield Charter Township
Community Development Department
6161 Belmont Avenue NE
Belmont, MI 49306
(616) 726-8899**



PLAINFIELD CHARTER TOWNSHIP
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING, ZONING & BUILDING SERVICES

6161 BELMONT AVENUE NE • BELMONT, MI 49306 • PHONE 616-364-1190 • FAX 616-364-6486
www.plainfieldmi.org

ZONING BOARD OF APPEALS

INFORMATION AND APPLICATION FORM

WHEN TO APPLY

The Board of Appeals holds regular meetings on the third Tuesday of each month. The deadline for filing an application is three weeks prior to the meeting date. Meetings are limited and applications are accepted on a first come first serve basis. A special meeting may be called, dependent upon the availability of the Board.

WHERE TO APPLY:

The appeal to the Zoning Board of Appeals should be filed with the Community Development Department at Plainfield Charter Township Hall, 6161 Belmont Avenue, Belmont, Michigan 49306-0365.

WHAT IS THE PROCESS:

In preparing your application and presentation, please ensure that the following is available so that your request can be promptly and properly considered:

- PROPERTY MUST BE STAKED** to show the extent of building modifications or alterations or, in the case of new construction, the location of the proposed building on the property. (Check applicable option)
 Property is staked
 Staking property is not necessary due the nature of the variance request.
- SITE MAP/SKETCHES OF THE PROPERTY/STRUCTURE** including site layout. Please use the following checklist for preparation of your site plan:
 Properly scaled 8.5x11 size paper.
 An arrow indicating North.
 The location and size of all existing and proposed structures.
 The distance from the property lines and between proposed and existing structures (where relevant to the application).
 The location of all drives, maneuvering lanes and parking layouts (parking layouts are generally not necessary for single family dwelling/accessory building applications).
 The dimensions of all lot and property lines showing the relationship of subject property to abutting property and structures.
 Show right-of-way widths of all abutting streets, private roads and alleys.
 Where relevant, the location of any wells, floodplains, septic tank and septic field location, easements and relevant topographical features.
 Building elevations and floor plans to include proposed structure and the existing structure that it is being added on to (if applicable).

Signs (In addition to the above information)

- The location, size, dimensions and height of existing signs.
- The location, size, dimensions, and height of proposed signs.
- Diagram of the proposed sign(s) and elevation view.

3. STATEMENT OF PRACTICAL DIFFICULTY/UNNECESSARY HARDSHIP:

GENERAL INFORMATION - In the opinion of the applicant, the statement of reason for the request/practical difficulty/unnecessary hardship will include the reasons whereby the Board should grant the appeal.

To prove that a practical difficulty exists, an applicant must meet the following conditions:

- 1.) The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the same vicinity. (The possibility of increased financial return shall not be deemed sufficient to warrant a variance.)
- 2.) Unique or extraordinary circumstance(s) or conditions exist concerning the property which do not generally apply to other properties in the same zoning district.
- 3.) The variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this Ordinance of the public interest.
- 4.) The problem is not self-created.

REASONS THAT MAY JUSTIFY AN APPEAL (Practical Difficulty/Unnecessary Hardship).

The following is a list of situations for which an appeal may be approved. The list is not complete and other good reasons/situations may exist. Further, the listed situations do not always result in the appeal being granted. Each individual appeal is unique and considered on its own merits.

- 1.) Building configuration and/or vehicular access required carrying out a specific function on site, which cannot be accomplished within the regular ordinance requirements. (This primarily relates to industrial and business uses)
- 2.) Unusual topographic conditions which interfere with functions on the site if these functions are located within the regular ordinance requirements.
- 3.) The shape of the piece of property is irregular, or in some way very different from surrounding properties.
- 4.) Preservation of unusual site contours and/or vegetation cannot be done within the ordinance requirements.
- 5.) Unusual relationship of property to adjoining sites, structures on adjoining sites, adjoining roads, nearby intersections, etc. which cannot be overcome within the ordinance requirements.
- 6.) Additional actions contemplated by the applicant to reduce any potential impacts on adjacent property.
- 7.) No other alternatives exist which meet ordinance requirements and relief from requirements is warranted.

4. THE APPLICANT OR A REPRESENTATIVE MUST ATTEND:

Applicant or representative MUST attend the Zoning Board of Appeals meeting at which the request will heard.

5. REVIEW FEE:

- A **\$500.00** check payable to the Plainfield Charter Township
- A special meeting requires a check for **\$500.00** payable to Plainfield Charter Township (when applicable).

All applications must be adequately completed or the Board will not consider them. If you need assistance, please do not hesitate to contact the Plainfield Charter Township Community Development Department.

ACTION OF THE BOARD

Approval of a variance requires the affirmative vote of three members of the Board (not just a majority of those members present at the hearing). At the time of the hearing, if an applicant believes that the presence of only three or four of the members may not provide a fair decision, the applicant may request that action be postponed until a full five (5) member board is present. The Zoning Board shall not conduct appeals business unless a majority of the members are present. The Zoning Board may wholly or partly reverse, affirm or modify a decision, and to that end shall have all the powers of the officer or body from which the appeal was taken, and may issue or direct the issuance of a permit. The Zoning Board may also impose conditions with an affirmative decision. The Zoning Board of Appeals shall decide all applications and appeals within 30 days after the final hearing. A copy of the decision shall be transmitted to the applicant or appellant.

DURATION OF APPROVAL:

- Decisions of the Zoning Board of Appeals are final. Further appeal of a Board of Appeals decisions is permitted only through Circuit Court.
- Any variance that has been granted will expire one (1) year after the date of approval, unless the action/construction authorized by the variance has commenced.

ZONING VARIANCE APPLICATION

For Office Use Only:

PLAINFIELD CHARTER TOWNSHIP

Filing Date _____ Parcel ID Number _____

Date of Zoning Board of Appeals Meeting: _____

1. **APPLICANT (S) INFORMATION**

Name(s) _____ Phone _____

Address _____

Representative(s)

Name(s): _____ Phone _____

Address _____

Owner of Property (if different)

Name(s) _____ Phone _____

Address _____

2. **ADDRESS OF SUBJECT PROPERTY:** _____

Current Zoning: _____

Current Use of Property: _____

3. **TYPE OF APPEAL**

Variance Interpretation Appeal

Description of Variance Request

Setback Sign Screening Lot Size, Width or Access

Other Please Describe _____

Section(s) of the Ordinance relating to the request:

a. _____

b. _____

c. _____

4. **STATE NATURE OF APPEAL** _____

5. **STATE PRACTICAL DIFFICULTY** _____

Date property will be staked if necessary: _____

ADVISORY STATEMENT/RIGHT OF ENTRY

I hereby attest that the information on this form is, to the best of my knowledge, true and accurate. I hereby grant permission for members of the Township Zoning Board of Appeals and Township staff to enter the subject property for the purpose of viewing site and gathering information related to this request.

Property Owner's Signature _____ Date _____

Applicant's Signature _____ Date _____

Tips for a Successful Variance Application

1. Determine if the variance is absolutely necessary.
2. Talk to the Staff in the Community Development Departments and review alternatives.
3. When you file your application, take time to state specifically what your hardship is and how the ordinance appears to unfairly affect you.
4. Avoid, if possible, submitting new information to the Zoning Board of Appeals during the hearing.
5. If you cannot submit documentation until the hearing itself, consider an adjournment until the next scheduled meeting.
6. The Zoning Board of Appeals members will likely inspect the site before the hearing. **Clean up** the property/site before inspection. (If necessary, the Board can attach a condition to an approved variance that nuisances such as junk, trash and debris be addressed).
7. Talk to your neighbors about the variance you are requesting.
8. If you are able to get support from your neighbors, get a brief, concise, written statement and submit it to the Community Development Department, or have them appear at the hearing.
9. If you expect opposition, examine the Community Development Department files a day or two before the hearing, as any written opposition will be on file.
10. Listen to the Zoning Board of Appeals members; both their questions and discussion may be an attempt to steer you to a compromise.
11. Dress appropriately.
12. Be concise and have your presentation prepared/rehearsed prior to the meeting.