

Application Fee \$350.00 Date of Application _____ Application # _____

Fee Paid: \$ _____ Check # _____ Receipt # _____

**APPLICATION FOR ZONING BOARD OF APPEALS APPROVAL
IRA TOWNSHIP
7085 MELDRUM RD.
FAIR HAVEN, MI 48023
586-725-0207**

Applicant's Name: _____ Phone: _____

Address _____ City _____ Zip _____

Name of Proposed Development _____

Current Use of Property _____

Parcel ID # _____ Size of Parcel _____

Complete Legal Description: Use opposite side or attach separately. Existing Zoning: _____

Request: Administrative Appeal Variance Temporary Use

Explanation: Describe the nature of the request, including the Section of the Ordinance being appealed. Identify the unnecessary hardship that will result if the variance is not granted and what unique or unusual circumstances are present that justify the request. See Second Page (reverse side).

Applications must be submitted at least thirty (30) days prior to the regularly scheduled meeting. The applicant or representative must be present at the meeting. A decision may or may not be made when this is presented to the Zoning Board of Appeals. Any additional costs, incurred by the Township, above and beyond the original fee, shall be paid by the applicant. All additional fees shall be paid prior to the issuance of any building permit. The undersigned authorized the members of the Zoning Board of Appeals and any employees of the Building Department to enter upon the described premises to visually inspect the proposed site before and after any hearings scheduled for this application.

Applicant's Signature (date)

Legal Owner's Signature (if not the applicant)

IRA TOWNSHIP ZONING BOARD OF APPEALS PROCEDURES

1. An application to the Zoning Board of Appeals for a variance, appeal of an administrative decision, or a temporary use shall be made by an owner of an interest in the property to the Zoning Official, accompanied by the necessary fees and documents as provided in Article XIX of the Ira Township Zoning Ordinance.
2. The following items may be considered by the Board of Appeals:
 - a. Appeals of decisions made by an administrative official or Commission charged with the enforcement of the Zoning Ordinance.
 - b. Variances from specific Zoning Ordinance requirements.
 - c. Approvals of temporary structures or uses.
3. For building permit related variance requests you are required to have a letter of permit denial from the Building Inspector. This letter will set forth the zoning compliance issues and be the basis for your variance request.
4. All requests for consideration by the Zoning Board of Appeals shall require the notification of the owners of all property located within three hundred (300) feet of the property in question. Such notice shall be served by regular mail at least (15) days prior to the meeting. Further, notice of such public hearing shall also be published in a newspaper of general circulation with the Township. Such notice shall be published not less than fifteen (15) days prior to such public hearing.
5. The application for a variance fees must be paid, the application must be completely filled out and accompanied by **twelve (12) sets of site plans** and / or any other documents considered to be evidence in the case before the case is put on the agenda.
6. Site plan requirements for all dimensional variance requests must include the following:
 - a) Minimum site plan submittal shall be based on a land survey prepared and sealed by a registered land surveyor or registered engineer.
 - b) The plan must be drawn to scale
 - c) The plan must include property lines and dimensions, all structures and buildings (existing and proposed), all setback dimensions, driveways, and all adjacent uses and structures within 50 feet of all property line(s) and within 350 feet of the variance itself in the AEC district.
7. If a case is tabled at the request of the applicant or the applicant's representative, the applicant or the applicant's representative must notify the township Zoning Official two (2) weeks prior to the meeting in which they would like to be heard. Also any new information must be submitted two (2) weeks prior to the meeting as well.
8. Variances granted must be recorded by Ira Township with the St. Clair County Register of Deeds. The Applicant must sign the Notice of Variance as prepared by Ira Township. This Notice of Variance will include the motion of the Zoning Board of Appeals with the specific variance granted.
9. Once a building permit related variance has been granted and a building permit applied for within a one (1) year time frame, the conditions of such variance shall run with the land in perpetuity. A building permit must be applied for within one year of the decision of the Zoning board of Appeals. If a building permit is not applied for, the decision of the Board of Appeals shall be nullified.