



DEXTER TOWNSHIP

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VARIANCE APPLICATION FORM

File #:	-ZBA-
Received on:	
Fee: \$	
Receipt #:	

(1) Applicant Information: <i>(the person(s) applying for the variance(s))</i> a. <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner <i>(check one)</i> b. Name(s) c. Mailing Address d. Phone Number e. Email	(2) Owner Information: <i>(the person(s) owning the property)</i> a. <input type="checkbox"/> Same as Applicant <i>(check if appropriate)</i> b. Name(s) <i>(if different from applicant)</i> c. Mailing Address <i>(if different from applicant's mailing address)</i> d. Phone Number <i>(if different from applicant's phone number)</i> e. Email <i>(if different from applicant's email)</i>
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(3) Property Information: <i>(property where the variance is being requested)</i>	
a. Physical Address <i>(city and zip code not required)</i> b. Parcel/Tax ID Number(s) c. Zoning District <i>(circle one)</i> PL AG RC RR LR CU MHPR C-1	d. Size and nature of existing structures on and uses of the property:

(4) Application Checklist: <i>Check all of the information that is included as part of this application. Items a-e are required for all variance applications.</i>			
Item and Description	YES	NO	Attachment Number
a. Application. A completed variance application signed by the applicant and the property owner(s).	<input type="checkbox"/>	<input type="checkbox"/>	<i>n/a</i>
b. Application Fee. Cash or check to Dexter Township, as outlined in the current fee schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<i>n/a</i>
c. Site Plan or Plot Plan. A complete plot or site plan, as outlined in §6.03(A) or §6.03(B) of the Zoning Ordinance. One (1) copy is required if the Township is able to make reproductions (<i>legible letter, legal or 11x17 sheets</i>). Eight (8) copies are required if the Township is not able to make reproductions (<i>larger sheets, color prints, etc</i>). Please contact staff if you have any questions before submitting this application.	<input type="checkbox"/>	<input type="checkbox"/>	
d. Legal Description. A legal description of the property for which the variance is being requested.	<input type="checkbox"/>	<input type="checkbox"/>	
e. Survey. A mortgage or boundary survey of the property for which the variance is being requested.	<input type="checkbox"/>	<input type="checkbox"/>	
f. Building Plans. Plans illustrating the floor plans, elevations, and sections of buildings or details of the structure. <i>Required for all variance applications involving a structure.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Sewer District Approval. Approval of the Multi-Lakes Water and Sewer Authority or the Portage Lakes Area Water and Sewer Authority. <i>Required for all properties located within a sewer district.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Decision Criteria Answers. Answers to the decision criteria, if not fully completed in Section 7 of this application.	<input type="checkbox"/>	<input type="checkbox"/>	
i. Letters of Support. Letters of support or non-objection from neighboring property owners or signatures on a petition.	<input type="checkbox"/>	<input type="checkbox"/>	
j. Pictures. Pictures of the property and the area affected by the variance request.	<input type="checkbox"/>	<input type="checkbox"/>	
k. Other. Describe:	<input type="checkbox"/>	<input type="checkbox"/>	

(5) Project Description: <i>Describe the project in general- what is being built, how big is it, etc.</i> <hr/> <hr/> <hr/> <hr/>

VARIANCE APPLICATION FORM

File #: -ZBA-

(6) Variance(s) Description: Describe the variance(s) being requested. Attach additional sheets if necessary.

a. Ordinance Section	b. Requested	c. Required	d. Description of Variance Request
a)			
b)			
c)			
d)			
e)			
f)			
g)			

(7) Decision Criteria Answers: Please describe how you think your variance(s) meets all of the following standards. Attach additional sheets if necessary. You will have an opportunity to provide additional information and address these decision criteria at the public hearing.

- a. The strict application of the terms of this Ordinance would constitute a practical difficulty. §4.30(C)(1)

- b. The practical difficulty is due to some physical condition peculiar to the property involved. §4.30(C)(2)

- c. The practical difficulty is not self-created. §4.30(C)(3)

- d. The variance is a reasonable amount necessary to mitigate the practical difficulty. §4.30(C)(4)

- e. Approval of the variance will not be injurious to the public health, safety, and welfare. §4.30(C)(5)

- f. Approval of the variance will not affect the use or value of the adjacent properties or the area in a substantially adverse manner. §4.30(C)(6)

- g. Approval of the variance is consistent with the intent and purpose of this Ordinance. §4.30(C)(7)

- h. I prefer not to share these decision criteria answers with the Zoning Board of Appeals members.

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File #: -ZBA-

(8) Applicant(s) Affidavit: *(to be signed and dated by the applicant)*

- I hereby certify that I am the owner of the subject property or have been authorized to act on behalf of the owner(s) and that all of the statements and attachments are true and correct to the best of my knowledge and belief.
- I acknowledge that approval of a variance only grants that which was presented to the Zoning Board of Appeals.
- I acknowledge that I have received and reviewed the Dexter Township "Variance Guide" booklet.
- I acknowledge that filing of this application grants access to the Township to conduct onsite investigation of the property in order to review this application.
- I understand that I must post the public notice sign and mark the location of proposed structure and lot corners and lot lines of my lot that are within 100 feet of the proposed structure at least 15 days before the public hearing date.
- I understand that the house or property must be marked with the street address clearly visible from the roadway.
- I understand that a Zoning Permit is required prior to construction if a variance is granted.

<i>Applicant's Signature</i>	<i>Date</i>
<i>Applicant's Signature</i>	<i>Date</i>

(9) Property Owner(s) Affidavit: *(to be signed and dated by the property owner(s) if the applicant is not the property owner- it should be signed by all property owners.)*

I, _____, hereby state that I am the owner of the property described in this application and that I have authorized _____ to act as my agent for the purpose of obtaining the variance(s) described in this application.

<i>Property Owner's Signature</i>	<i>Date</i>
<i>Property Owner's Signature</i>	<i>Date</i>

(10) Administrative Section:

<input type="checkbox"/> Request Approved <i>(List conditions- if any.)</i> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Request Denied <i>(List reasons.)</i> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> Request Amended <i>New file #</i> <hr/> <i>Date Submitted:</i> <hr/> <hr/>
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