

WATERLOO TOWNSHIP

9773 Mt. Hope Road

Munith, MI 49259

Waterloo Township

Jackson County, Michigan

Township Offices: 11120 Musbach Road, Munith, MI Phone: 517-596-8200 Fax: 517-596-8600

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**NOTICE of APPEAL to the
ZONING BOARD of APPEALS (ZBA)**

(All references to "Section" and "Article" refer to the Waterloo Township Zoning Ordinance)

Important Notice to Applicants: This application must be completed in full and submitted to the Zoning Administrator. All questions must be answered completely. If additional space is needed, number and attach additional sheets.

1) APPLICANT:

Name Street Address City / State / Zip Code Telephone #

2) Appeal For: Administrative Review (Sec. 6.05(A)) Interpretation (Sec. 6.05(B)) Variance (Sec. 6.05(C))

ADMINISTRATIVE REVIEW

(This part is to be completed only for appeals for an administrative review. See Sec. 6.05(A))

3) The applicant requests the reversal or modification of the decision of the:

Zoning Administrator Planning Commission Township Board (check as applicable),
made on (date) _____ regarding Application No. _____

4) Reversal or modification requested: _____

5) Reasoning why reversal or modification is appropriate: _____

INTERPRETATION of ZONING ORDINANCE TEXT or MAP

(This part is to be completed for ordinance interpretation requests only. See Sec. 6.05(B))

6) The applicant requests the ZBA make an interpretation of:

_____ a. The location of district boundaries on the Zoning Map as applied to the property described as Tax Parcel # _____; or by the attached legal description.

_____ b. The provisions of Section _____ of the Ordinance.

_____ c. Other, specify: _____

7) Please describe in detail the nature of the problem to be interpreted and the reason for the request.

FOR TOWNSHIP USE ONLY

Appeal Number:		
Date Received:		
Fee Paid	Date	Receipt #
1)		
2)		

Tax Parcel Number:	
Date of Final Action:	- -
Action:	

REQUEST for VARIANCE

(This part is to be completed for variance requests only. See Sec. 6.05(C))

8) State specifically the variance being requested (such as a 5 foot reduction on side yard setback, 20% reduction in parking spaces, etc.)

9) Describe the peculiar or unusual characteristics of the property that requires the granting of a variance.

- | | | |
|-------------------|-----------------|-------------------------------|
| _____ too narrow | _____ elevation | _____ soil |
| _____ too small | _____ slope | _____ subsurface |
| _____ too shallow | _____ shape | _____ other (please specify): |

10) State exactly what is intended to be done on the property which necessitates a variance.

11) Legal description of subject property:

12) Address of Property: _____

13) This property is: unplatted or platted or part of a condominium subdivision (circle appropriate answer)

Name of platted or condominium subdivision: _____

14) Present use of the property is: _____

15) Existing zoning classification of the property is: _____

16) Are there deed restrictions on the property: _____ No _____ Yes (attach)

17) **SUPPORTING DOCUMENTS:** The following materials shall be submitted as part of an application for a variance in addition to others noted in this application.

A. Drawings: Seven (7) copies of a plan drawn at a readable scale, clearly showing, but not limited to, property lines, lot shape and dimensions, proposed and existing building locations and dimensions, parking and yard areas, and features for which a variance is being requested.

B. Proof of Property Ownership: The applicant must attach proof of ownership of the property subject to the application, such as a property deed, or other evidence of interest in the property.

C. Deed Restrictions: The applicant must attach a copy of all existing deed restrictions impacting the property.

18) **JUSTIFICATION:** Section 6.05(C) identifies the basis for the review of variance requests. The applicant is strongly encouraged (not required) to submit written documentation addressing the extent to which the variance request complies with the review standards of section 6.05(C).

19) **AFFIDAVIT:** I (we), the undersigned, acknowledge that if a variance is granted, or other decisions favorable to the undersigned are rendered upon this appeal, the said decision does not relieve me (us) from compliance with all other provisions of the Waterloo Township Zoning Ordinance. I(we), the undersigned, affirm that the answers, statements, and information contained herein are in all respects true and correct to the best of my (our) knowledge and belief.

Appellant(s) Signature(s) Date