

## **LAPEER TOWNSHIP ZONING BOARD OF APPEALS PROCEDURES**

1. An application to the Zoning Board of Appeals for a variance shall be made by an owner of an interest in the property to the Zoning Administrator, accompanied by the necessary fees and documents as provided in Article 19 of the Lapeer Township Zoning Ordinance.
2. The applicant shall submit the application and accompanying data to the Lapeer Township Zoning Administrator for completion and signature. Our Zoning Administrator's Office is located in the Construction Code Authority Office Building, 1075 Suncrest Drive, Lapeer (Phone: 810-667-0420). The applicant will then forward the original application along with seven (7) additional copies of the application and accompanying data to the Lapeer Township Office within forty-eight (48) hours.
3. All applications for appeals shall be accompanied by the following information:
  - a. Plans, drawn to scale and showing shape and dimensions of lots, well and septic field locations, structures and lines of proposed structures, and alteration or use changes.
  - b. Information regarding property in question, adjacent properties, existing uses, proposed use, etc., which would serve to clarify the appeal.
4. All requests for consideration by the Zoning Board of Appeals shall require the notification to the owners of the property for which approval is being considered and to the owners of all properties, the occupants of all structures and to all persons to whom real property is assessed located within three hundred (300) feet of the property in question. Such notices shall be served by regular mail at least fifteen (15) days before such meeting.
5. The Township Clerk will publish a notice in the local newspaper at least fifteen (15) days prior to the hearing date.
6. The Township Clerk shall post a notice of the public hearing at least twenty-four (24) hours before the hearing at the Township Office and an affidavit of posting shall be signed.
7. Any favorable decision for variance shall expire twelve (12) months from the date it is granted unless a building permit has been acquired and construction undertaken pursuant to the variance. Any changes in the variance as granted, would require a new appeal.
8. Refusal or failure to comply with these procedures shall constitute sufficient grounds for dismissal of an application.

## APPLICATION FOR ZONING BOARD OF APPEALS LAPEER TOWNSHIP

Applicant's Name \_\_\_\_\_

Representative's Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Fax: (    ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Legal Owner: (if other than applicant) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Name of Proposed Development: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Parcel Identification Number: 44-012- \_\_\_\_\_

Complete Legal Description: (use opposite side of application or attach separately).

Existing Zoning: \_\_\_\_\_      Size in Acres: \_\_\_\_\_

Request:

- Variance
- Other

Explanation: Describe in detail the nature of the request, including the Section of the Ordinance being appealed. Identify your claimed unnecessary hardship or practical difficulty that will result if the variance is not granted and what unique or unusual circumstances are present that justify the request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action:  <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Owner's Signature (if not applicant) \_\_\_\_\_ Date \_\_\_\_\_

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

App#: \_\_\_\_\_

**ADMINISTRATIVE APPEAL  
ZONING ADMINISTRATOR'S REPORT**

Date of Order, Denial or Determination: \_\_\_\_\_

Reason for Order, Denial or Determination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section of Zoning Ordinance Being Appealed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Administrator's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_