



GRAND RAPIDS CHARTER TOWNSHIP

1836 E. BELTLINE NE - GRAND RAPIDS, MI 49525 - (616) 361-7391 - FAX (616) 361-0137

www.grandrapidstwp.org

ZONING VARIANCE

APPLICATION INSTRUCTIONS

- Please call 361-7391 for an appointment to consult with the Planning Staff regarding your application.
- This application is used for Variances, Special Exceptions, and ZBA Interpretations. Please indicate your request in item # 5 on the Application.
- Only complete applications will be processed. A complete application includes the following list of items pertaining to the requested Variance:
 1. 1 copy of a scaled, legible illustration with the required details. However if the illustration is larger than ledger-size, 7 copies must be provided.
 2. A detailed written statement explaining your request.
 3. Legal description of the property.
 4. All appropriate signatures and authorizations.
 5. The fee as listed.
- Incomplete applications will be returned to the applicant.
- Attached to the application is a calendar outlining meeting dates concerning your petition. **Keep this calendar.** Variances, Special Exceptions, and Zoning Board of Appeals Interpretation petitions are heard in front of the Zoning Board of Appeals only. The applicant or someone familiar with the request must be present at the scheduled meeting to present the request.

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ZONING VARIANCE APPLICATION

1. Applicant: _____

Mailing Address: _____

Street

City

Zip

Daytime Phone: _____ Fax: _____

Other Phone: _____ E-mail: _____

2. Property Owner: _____

Mailing Address: _____

Street

City

Zip

Daytime Phone: _____ Fax: _____

Other Phone: _____ E-mail: _____

3. Address of Property: _____

4. Parcel Number of Property: _____

5. Legal Description of Property: _____

(or attach a legal boundary description)

6. Describe request: _____

7. Zoning District of Property: _____

8. Section of the Zoning Ordinance being appealed: _____ -

9. Attach an Accurate Drawing of the Site Showing:

- a) Property boundaries
- b) Existing and proposed buildings
- c) Distance from the lot lines of each existing or proposed building
- d) Unusual physical features of the site or building
- e) Abutting streets

10. Names and Addresses of all other Persons, Firms, or Corporations having a Legal or Equitable Interest in the Property:

CRITERIA FOR VARIANCE APPROVAL

The Zoning Board of Appeals treats each variance request individually and approves or denies each variance request on its own merits. In order for the Board of Appeals to grant a variance the applicant must satisfy **all** of the following conditions:

- A. There are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district because:

- B. 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 vicinity because:

- C. That authorizing such variance will not be of substantial detriment to adjacent property, and will not materially impair the intent and purpose of this Ordinance or the public interest because:

- D. The condition or situation of the piece of property or the intended use of said property, for which the variance is sought, makes impracticable the formulation of a general regulation for such condition or situation because:

Applicant must provide lease, purchase agreement or written authorization from Owner.

DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the Grand Rapids Charter Township Zoning Ordinance.

By virtue of my application, I do hereby declare that the appropriate appointed officials and Township staff responsible for the review of my application are given permission to visit and inspect the property in order to determine the suitability of the request.

Applicant Signature: _____ Date: _____

**FILING FEE: Residential Variance: \$100 Single Family, \$200 Multi Family
Private Road/Shared Driveway Variance: \$300
Commercial Variance: \$500
ZBA Interpretations: \$100 Residential, \$400 all others**

Office Use Only	
Date Filed: _____	Fee Paid: _____
ZBA Meeting: _____	Received By: _____
Case Number: ZBA- _____	