

# LAKE TOWNSHIP ZONING BOARD OF APPEALS

15580 S. Star Lake Drive  
Baldwin, MI 49304 231-898-3189  
Fax 231-898-3375  
CURRENT FEE \$350.00

## VARIANCE REQUEST FORM

Notice of appeal to the Lake Township Zoning Board of Appeals

Name of Appellant: \_\_\_\_\_ Phone # \_\_\_\_\_

Lake Twp. Mailing Address Lake Twp. 911 Address \_\_\_\_\_

Property Tax ID Number \_\_\_\_\_

If appellant is not a resident of Lake Township, please provide the following:

Residence phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Residence mailing address: \_\_\_\_\_

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

## APPELLANT\* MUST APPEAR AT PUBLIC HEARING

(\*appellant may be represented by Counsel)

**Does the Lake Twp property have a deed restriction? YES or NO (circle one). If the answer is yes, please include a copy of the restriction with the request.**

A property survey is required, and it must have all relevant measurements clearly shown, such as side lot setback front lot setback distance, size of structures, etc. This document must accompany the application.

In making and signing this application, I hereby grant permission to the Zoning Administrator. the members of the Zoning Board of Appeals, and the Township Supervisor to visit my property to examine what is being proposed.

### SECTION 1 Variance Requests:

A: Type of variance being requested Dimensional

B: Directions to site and 911 Address at site must be displayed.

**C: Proposed buildings must be staked out for Z.B.A. Members inspection.**

VARIANCE REQUEST FORM Page Two

Describe in detail the variance being sought and provide a complete site plan, which shows all structures and all relevant measurements.

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Provide your basis for the proposed variance as it applies to the zoning code tests (pages 101-103) which are used to approve or deny a variance.

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- SECTION II Zoning ordinance interpretation appeals.
- A. Appeal of an order issued by the Zoning Administrator.
  - B. Interpretation of an article of the Zoning Code
  - C. Interpretation of the Zoning Map
  - D. Other -be specific:

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SECTION III Additional information the appellant wishes to provide the Zoning Board of Appeals:

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Disclaimer: By signing the application, I hereby certify that I am the owner, or that I am authorized by the owner(s) of record to make this application and to grant permission to the members of the Zoning Board of Appeals to visit the described property to review the site for the purpose of viewing the proposed work for this request. I understand that I am responsible for the accuracy of all measurements shown on submitted sketches and surveys as to setbacks, size, and proposed locations of any new construction and to see to it that the new construction/changes comply to these measurements.

\_\_\_\_\_  
Signature of Appellant    Date

Office Use only

Date application is received by the Zoning Administrator\_\_\_\_\_

Recommendation of Zoning Administrator APPROVE, DENY, OR ABSTAIN (circle one)

Basis for recommendation by the Zoning Administrator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fees Paid? YES or NO (circle one)

Date application is received by the ZBA Chairperson \_\_\_\_\_

Date Set for Hearing. \_\_\_\_\_

Time Set for Hearing. \_\_\_\_\_

Decision by ZBA -APPROVED          DENIED (circle one)

Driving Instructions to property of the variance that is being requested for:

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**PLEASE NOTE THE PROPERTY MUST BE MARKED WITH  
CLEARLY VISABLE SIGNS OR 911 ADDRESS NUMBER AT  
LEAST TWO (2) WEEKS PRIOR TO THE HEARING!!**

## NEEDED INFORMATION WITH A VARIANCE APPLICATION

Please check off and include a copy of this check sheet with your application

Applicant

Zoning Department

- ☐ INCLUDE DIRECTIONS TO SITE ☐
- ☐ COMPLETE SITE PLAN SHOWING ALL BUILDINGS, DECKS, CEMENT AND ALL SHEDS ☐
- ☐ SHOW ALL SETBACKS FROM LOT LINES AND LAKES ☐
- ☐ A COPY OF A SURVEY FOR THE SITE ☐
- ☐ SHOW ALL SETBACKS FROM LOT LINES AND LAKES ☐
- ☐ LAKEFRONTLOTS MUST SHOW LINE OF SIGHT ☐
- ☐ SHOW ALL BUILDINGS AND GROUND COVERAGE SIZES ☐
- ☐ SHOW WELL AND SEPTIC ON SITE PLAN ☐
- ☐ INCLUDE A COVER LETTER TELLING WHY YOU NEED THIS VARIANCE ☐
- ☐ BIG STAR LAKE OWNERS NEED A SEA LEVEL SURVEY ☐
- ☐ FILL OUT ALL VARIANCE FORMS AND SIGN ☐
- ☐ ENCLOSE A CHECK FOR \$350.00 MADE OUT TO LAKE TOWNSHIP ☐
- ☐ IDENTIFY PROPERTY WITH 911 ADDRESS NUMBER AND STAKE PROPERTY TO SHOW PROPOSED CHANGES AND PROPERTY LINES. ☐

Applicant's Initials \_\_\_\_\_

Zoning Initials \_\_\_\_\_