



Application No: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Hearing Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Review Fee: \_\_\_\_\_

**CHARTER TOWNSHIP OF FENTON  
 ZONING BOARD OF APPEALS  
 VARIANCE APPLICATION**

***Applicant Information***

Name:		Date:	
Address:		Phone:	
City:	State:	ZIP:	

***Property Owner (if different from applicant-if more than 1, list on separate sheet)***

Name:		Date:	
Address:		Phone:	
City:	State:	ZIP:	

***Property for which Variance is Requested***

Street Address:	
Location:	
Parcel ID #:	Zoning District:

***Check list for Application Completeness***

<input type="checkbox"/>	Letter of Intent	<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Plot Plan	<input type="checkbox"/>	Elevations of Proposed Construction
<input type="checkbox"/>	Variance Work Sheet	<input type="checkbox"/>	Zoning Permit Application

I hereby affirm that the above information is correct to the best of my knowledge and grant permission for Township Officials and/or Township Staff to conduct on-site inspection.

\_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

3/31/2002

**----- FENTON TOWNSHIP OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE -----**

\_\_\_\_\_  
Date notice of Zoning Board of Appeals meeting published  
 \_\_\_\_\_  
Date notice of Zoning Board of Appeals meeting was mailed to property owners within 300'

**ZBA Decision**

Approved  
 Approved as Amended

\_\_\_\_\_  
Date of Hearing \_\_\_\_\_ Time  
 Denied  
 Other: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Regular Zoning Board of Appeals Hearings**  
are held at 7:00 p.m. the 4<sup>th</sup> Tuesday of every month  
in the meeting room of the  
Fenton Township Civic Community Center  
12060 Mantawauka  
Fenton, MI 48430  
810 629-1537

The deadline for filing applications is the 4<sup>th</sup> Monday of the month prior to the regularly scheduled meeting. This is to allow enough time to meet requirements for public notice.

HEARING WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS  
SUBMITTED AND FEE PAID BY THIS DEADLINE

**BOARD OF APPEALS WILL NOT ACT ON PROPERTY NOT STAKED**  
**Property must be staked at the corners on the road**  
**Proposed construction must also be staked**

The applicant must submit the following:

1. Completed application form (reverse side of this sheet)
2. Letter of intent
  - including statement that property will be staked
3. Proof of ownership - DEED
4. Plot plan including the following (see sample plot plan):
  - north arrow
  - actual shape and dimensions of the lot
  - all existing structures, indicate on plot plan that they are existing
  - all proposed structures, indicate on plot plan that they are proposed
  - setback distances from **ALL** property lines to existing and proposed structures
  - location of well, septic system/sanitary sewer line and any easements
  - street location and name
  - sight line (if property is located on a lake)
5. Elevations of proposed construction
6. Variance work sheet
7. Zoning permit application
8. Fee (\$200.00 regular meeting – \$400.00 in addition for special meeting)

Property owner must attend Zoning Board of Appeal meetings or be represented by a person with **notarized** letter of representation to act on behalf of owner.