

Application Specifications and Procedures for Variance Request

The critical points of a variance are undue hardship and/or unique circumstances applied to the property. Variance is not justified unless these elements are present in the case. Only the Zoning Board of Appeals may authorize a Variance. The decision of the Board shall be final.

The Zoning Board of Appeals is responsible for determination of Variances as outlined by Article VII and defined by Section 7.600 and Section 2.640.

The application for a variance is included in this packet. The application must be filled out in its entirety, and be accompanied with a check for \$600.00 made payable to Worth Township. In addition to the completed application and check the following documents are required:

- A statement that the applicant is the owner of the property, or is acting in the owner's behalf, with written authorization.
- A legal description of the property.
- A site plan of the property showing the existing and the proposed location of all buildings on the property. (Site plan requirements and graph paper included)
- The design and use of the existing and proposed buildings/structures.
- A written statement that specifies the "undue hardship" or "unique circumstances" that are the basis of the request.

After the Variance request and fee are received in the Worth Township Office, the following is an outline of the procedure:

Notification: A written notification of the property owners request for a variance will be mailed to all property owners within a 300 foot radius of the applicant's property.

Posting: The property will be posted with a sign, which will identify it as being the parcel that is requesting the Variance. The posting of the property will occur no less than 15 days prior to the Hearing.

Advertisement: not more than 15 days, or less than 5 days the Variance request will be published in the local newspaper. The advertisement shall contain the address, reason(s) for the request, the date, time and address of the Hearing.

Hearing: The Zoning board of Appeals will preside over the Hearing. At the time of the Hearing, any and all comment shall be taken and recorded for the record. Written statements will be read into the record. After taking all verbal and written comments, the ZBA may decide the request at the time of the Hearing; however they may take up to 1 week to render their decision.

Decision: The zoning Board may approve, approve with conditions, or deny the request for Variance under Section 7.300.

Denial: If the applicant for the Variance is denied, there is a process of Appeal. The appeal must be submitted in writing to the Township Clerk within twenty-one (21) days of the Hearing.

If you have any questions regarding this process, please phone the Township Office (810) 359-8852 or stop in, we'll be more than happy to assist you.

Zoning Board of Appeals Application for Variance

Applicant Name: _____ Owners' Name _____
Address: _____ Address: _____
City, State: _____ City, State: _____
Zip Code: _____ Zip Code: _____

(If Applicant is not the registered owner, attach authorization, purchase agreement, etc.)

Location of
Property: _____

Parcel Number: _____

Legal Description: _____

* Attach Diagram of Realty, building, roads, driveways, etc. Please include the size of the property and the distance from any/all structures to the property line

Reason for Applicant's _____
Request: _____

Signature of _____ Date: _____
Applicant: _____

Enclose Fee and send to the Township Clerk

(Do not write below this line.)

Date Application
Received: _____
Date Fee Received: _____
Date Set for Hearing: _____
Published in the: _____ On: _____

Copies to:
On Date:

_____ Board of Appeals
Zoning Board of Appeals
Township Board