

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

Application Number: \_\_\_\_\_

Review Fee: \$ \_\_\_\_\_

## VILLAGE OF ALMONT USE VARIANCE APPLICATION

PLEASE DIRECT ANY QUESTIONS TO THE ZONING ADMINISTRATOR AT (810) 798-8528

### ***Applicant Information***

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Day Ph: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Day Ph: \_\_\_\_\_

### ***Property for which variance is requested (if applicable)***

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

Nearest Crossroads: \_\_\_\_\_

Tax Parcel ID#: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**Brief description of zoning ordinance requirement for which variance is being requested:**

\_\_\_\_\_

- A. Attach a signed written statement stating how you feel this variance request complies with the following standards (see Section 11.02)
- a) The situation cannot be self-created.
  - b) The circumstances must be unique to the property.
  - c) The character of the neighborhood cannot be altered by the granting of the variance.
  - d) The land cannot be reasonably built upon or used in conformity with the Zoning Ordinance

Attach a plot plan which shows dimensional relationships of all elements on the parcel and adjacent parcels, including boundaries, structures, parking areas and landscaping.

**I hereby affirm that the above information is correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print/type name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner  
(if different from applicant)

\_\_\_\_\_  
Print/type name

\_\_\_\_\_  
Date

**(See reverse)**

**FOR OFFICE USE ONLY**

\_\_\_\_\_ Date notice of ZBA meeting published.

\_\_\_\_\_ Date notice of ZBA meeting mailed to residents and property owners within 300' of subject parcel.  
Attach copy of published notice and list of property owners sent notice.

**ZBA Decision**       Variance approved     Variance denied       Variance approved w/Conditions  
Date of ZBA meeting (minutes attached): \_\_\_\_\_

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

**INSTRUCTIONS FOR FILING FOR BOARD OF APPEALS HEARING**

**REGULAR ZONING BOARD OF APPEALS MEETINGS** are held at 7:00 p.m. on the 2<sup>nd</sup> Thursday of each month at the Village Hall.

The applications must be submitted far enough in advance of the Planning Commission meeting to allow time to meet the requirements for advertising (15 days in advance of the meeting) and notifying the owners of property within 300 feet

HEARINGS WILL NOT BE SCHEDULED UNLESS **ALL** INFORMATION IS SUBMITTED AND FEE PAID

Applicant must attend the Village Planning Commission meeting or be represented by a person with written approval to act on behalf of applicant.

THE FOLLOWING MUST BE SUBMITTED BY THE APPLICANT:

1. Application to the Zoning Board of Appeals on reverse side of this form.
2. Proof of ownership of the property – DEED
3. Plot plan with all the required information noted on it (see attached sample)
  - The exact dimensions of the parcel.
  - All abutting streets, alleys or easements.
  - The size, position and height of all existing and proposed buildings or structures on the property, including their setback from lot lines.
  - Location, capacity and surfacing of all existing and proposed parking.
4. Any other information deemed necessary by the Zoning Administrator for the proper enforcement of this Ordinance
5. A list of the variances being requested.
6. An explanation of how the requested variances meet the standards listed on the reverse side of this form.
7. Application fee.