

## **HOMER TOWNSHIP ZONING BOARD OF APPEALS APPLICATION PROCESS**

**PLEASE fill out the attached form and return it with the following information suggested below. A zoning variance is a means for the board of appeals to undo a hardship created by natural causes, not manmade hardships. The application process is not a very difficult one if you send in the necessary information requested. I will try to explain it below but if you have any questions, please contact me.**

The processing fee for a variance is \$200.00 non-refundable. This is submitted at the time of application and made out to HOMER TOWNSHIP. The application and check are sent to the township hall, 522 N Homer Rd, Midland MI 48640., to the township clerk to record the fee and forward the application to the zoning board of appeals chairperson.

The application is a three (3) part letter.

The first part/paragraph explains: **Who you are, where you live, and what you would like to do on your land.** You will provide an overhead drawing of your land/lot, showing the existing structures, driveways, decks, out buildings, and the proposed structure. Be sure to have measurements as close to exact as possible. Remember, they may be seeing your site for the very first time.

Part two explains: **Why you can not do what you would like to do.** Where is the conflict? What section of the Ordinance from which a variance is requested? What obstacles are in the way? What underground utilities conflict with the setbacks? Why would your proposed use be acceptable?

Part three explains: **You need to offer A SOLUTION THAT IS FAIR AND REASONABLE TO ALL PARTIES INVOLVED.** (Homeowner, Township, and neighboring residents.) This gives the ZBA a place to start acting on your request.

The decision is made at a public hearing in which all the neighbors within 300 feet of your land are notified by the Township Zoning Board of Appeals and made aware of your zoning variance request. At the public hearing, you may bring enlarged maps, drawings, and material you feel important for the board and neighbors to see.

I hope this helps you with your request. Should you have any more questions, contact the Zoning Board of Appeals Chairperson.

**HOMER TOWNSHIP ZONING BOARD OF APPEALS APPLICATION FORM**

(Fee \$200.00 nonrefundable)

Date \_\_\_\_\_ Tax Code of Parcel \_\_\_\_\_

Applicants Name \_\_\_\_\_  
Applicants Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Section of the Ordinance from which a variance is requested

\_\_\_\_\_

**DESCRIBE YOUR UNIQUE SITUATION AND THE RELIEF PETTIONED FOR**

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

**LEGAL DESCRIPTION OF THE PROPERTY FOR WHICH THE VARIANCE IS REQUESTED**

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

**MAKE A DRAWING OF THE PROPERTY WHERE THE VARIANCE IS REQUESTED WITH DIMENSIONS FOR ALL EXISTING IMPROVEMENTS INCLUDING WELL, SEPTIC TANK/FIELD, TREES AND ANY OTHER FEATURES OF SIGNIFICANCE**

Drawing can be attached if desired along with any surveys or blueprints for clarification