

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

PLEASE fill out the attached form and return it with the following information suggested below. The property owner must complete this application. A zoning variance is a means for the Board of Appeals to undo a hardship created by natural causes, not human-caused hardships. The application process is not a difficult one if you send in the necessary information requested. We will try to explain it below but if you have questions, please contact the Chairperson.

The processing fee for a variance is \$300.00, non-refundable. The fee is submitted at the time of application and made out to HOMER TOWNSHIP. The application and check should be sent to the Homer Township Hall, 522 N Homer Rd., Midland, MI 48640, to the attention of the Township Clerk. The Clerk will 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 cannot do what you would like to do.** Where is the conflict? From which section of the Ordinance is a variance 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 REASONALBE TO ALL PARTIES INVOLVOED.** (Homeowner, Township, and neighboring residents.) This gives the Zoning Board of Appeals a place to start acting on your request.

The decision is made at a public hearing in which all 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.

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