



12803 S. Wacousta Rd., Grand Ledge, MI 48837

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www.watertownmi.gov

Application for Zoning Board of Appeals

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Applicant Name _____
Applicant Address _____
City/State/Zip _____
Office Phone _____
Cell Phone _____
Fax _____
Email _____

Address of Appellant _____
City/State/Zip _____
Parcel # 19- 150- _____
Zoning District _____

If additional space is needed, number and attach additional sheets. Number of attached sheets: _____

Action Requested

- ☐ Review of Administrative Decision
- ☐ Interpretation of Zoning Ordinance Text/Map
- ☐ Variance from strict application of Zoning Ordinance requirements
- ☐ Review of an administrative decision
- ☐ Determination of parking and loading requirements for a non-mentioned use
- ☐ Application for expansion of a legal nonconforming use
- ☐ Application for structural alteration of legal nonconforming use
- ☐ Application for the re-establishment of a legal nonconforming use
- ☐ Classification of land use not mentioned in the Zoning Ordinance
- ☐ Review of a Planning Commission decision
- ☐ Review of a parcel that cannot be put to reasonable economic use in the zoning district in which it is presently located
- ☐ Other

Required Attachments:

- ☐ Legal description of the property affected by this appeal.
- ☐ Drawing of the property and any buildings or structures that exist on it. If this request is for a dimensional variance, please also illustrate the proposed improvement that requires the variance.

Suggested Attachments:

- ☐ If a property survey is available, please attach.

Staff use only:

Case Number _____ Date Filed _____ Fee _____ Receipt # _____

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A. General information. All appellants must answer the following questions.

List all deed restrictions that may apply to the property in question:

Provide the name and address of all other person(s) or entities having a legal or equitable interest in this land:

What is the present use of the property?

B. If this appeal is for an interpretation of the Zoning Ordinance, please answer the following questions. If not, move on to the next section.

Check the one the best describes what you are requesting an interpretation of:

- ☐ The location of a zoning district boundary on the Zoning Ordinance district map as applied to the property in question.
- ☐ The provision of Section(s)_____of the Watertown Charter Township Zoning Ordinance.
- ☐ Other

Please describe the nature of this request:

C. If this appeal is to request a variance from the requirements of the Zoning Ordinance, answer the following questions. If not, move on to the next section.

Fill out the sections of the following table that are appropriate to your request.

Site Development Requirements	Required	Requested
Lot Width		
Lot Area		
Front Yard Setback		
Side Yard Setback		
Rear Yard Setback		
Floor Area		
Maximum Height		

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Parking & Loading Requirements	Required	Requested
Number of Parking Spaces		
Number of Loading Spaces		
Sign Requirements	Required	Requested
Maximum Display Area		
Maximum Height		
Minimum Setback		
Maximum Number of Signs		

Specify what is intended to be done on or with the property which necessitates a variance.

Describe the characteristics of the property which cause the need for the variance.

D. The following questions ask the appellant to show that strict application of the provisions of the Zoning Ordinance would result in practical difficulties of unnecessary hardships inconsistent with the general purpose and intent of the Zoning Ordinance. In order for the Board of Appeals to determine whether unnecessary hardships exist, the appellant should provide answers to each of the following questions.

Can the property in question be used in a manner permitted by the Zoning Ordinance if a variance is not granted?

☐ Yes

☐ No

To the best of your knowledge, can you affirm that the hardship described above was not created by an action of anyone having interest in the land after the Zoning Ordinance or applicable parts thereof was adopted?

☐ Yes

☐ No (if no, explain)

Are the conditions of the property the result of other man-made changes (such as the relocation or a road or a drain)?

☐ Yes

☐ No

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Will the strict application of the Zoning Ordinance deny use of the property for any purpose to which it is reasonably adapted?

☐ Yes (if yes, explain below) ☐ No

Is the variance that you have applied for due to unique circumstances present on your property or to the general conditions of the area?

☐ Yes (if yes, explain below) ☐ No

Is the variance requested in the minimum amount necessary to allow the development of the property or to overcome the practical difficulty?

☐ Yes (if yes, explain below) ☐ No

Please list any other comments in support of your request.

E. If this appeal is to request an appeal from an administrative decision, answer the following questions. If not, move on to the next section.

The appellant requests the Zoning Board of Appeals reverse/modify the decision of the Zoning Administrator regarding case number_____. It is alleged that the Zoning Administrator erred in the interpretation of section (s)_____.

Specifically state the problem, the decision sought, and the justification for the request.

F. If the appeal is not any of the above mentioned, answer the following questions.

The appellant petitions the Zoning Board of Appeals to grant the following:

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Specifically state the problem, decision sought, and the justification for the request.

The undersigned acknowledges that if a variance is granted or other decision favorable to the undersigned is rendered upon this appeal, the said decision does not relieve the appellant from compliance with all other provisions of the Watertown Charter Township Zoning Ordinance.

My Commission Expires_____