

Spring Lake Township  
Building and Planning Dept  
106 S. Buchanan  
Spring Lake, MI 49456  
(616) 842-9270  
(616) 842-1546

www.springlaketwp.org



## SPRING LAKE TOWNSHIP ZONING BOARD OF APPEALS APPLICATION

**Applicant information** (*Applicant is the party responsible for doing the work*)

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_

**Owner information** (*If different from applicant*)

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_

**Property information**

Address/Location \_\_\_\_\_  
Parcel # 70-03- \_\_\_\_\_  
Subject Property size (*acres or sq ft*) \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_  
Current Zoning \_\_\_\_\_  
Required Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_  
Setback Provided: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ (setbacks are measured from the eaves of new buildings)

**REQUEST:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICABLE SECTION(S) OF THE ORDINANCE:**

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

**Plot Plan Required:** Please provide a scaled drawing, preferably a survey, of the entire subject parcel with details of your proposed work including the following information:

- Exact location of all existing and proposed structures and distances to lot lines.
- Adjacent structures within 50 feet of the site.
- All dedicated easements (ingress/egress/utility/drainage)
- Location of septic tanks/drain fields, wells, or water/sewer lines
- Streets, driveway location and approximate length of driveway.
- Lot coverage calculations (percentage of building footprints covering the total land area).
- Flood plain elevations (if applicable)
- Waterbodies, including wetlands (in accordance with the Township Wetland Ordinance), streams, lakes, and rivers.

*CONTINUED ON OTHER SIDE.*

**ADDITIONAL INFORMATION REQUIRED:**

- Scaled building elevations with existing and proposed finished grades
- Scaled floor plans and total building square footage (new residences/additions)
- Proof of ownership
- For all commercial or industrial projects, the plot plan should be professionally prepared and sealed by a licensed surveyor, engineer, or architect.

**REVIEW PROCEDURE:**

- It is recommended that a pre-application meeting is held with Township staff prior to submitting any application.
- Submit ten (10) copies of all required information, including this application, plot plan and any narrative.
- All required information must be submitted to the Township a minimum of one (1) month prior to the ZBA meeting at which they wish to be heard. The ZBA typically meets the 4<sup>th</sup> Thursday of each month except for November and December.
- Failure to provide such information with the application may cause the request to be denied or tabled until an acceptable site plan is submitted.

**PURPOSE OF APPLICATION FORM**

It is the applicant's responsibility to obtain a copy of the Zoning Ordinance and comply with all relevant provisions. It is not the intent of this form to, in anyway, address all requirements and obligations for the applicant.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate and I have read the information presented in this application. I hereby grant permission for members of the Township Zoning Board of Appeals, staff and consultants to enter the subject property for the purpose of gathering information related to the request.

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

---

**For Office Use Only**

Date Received \_\_\_\_\_

Fee : \_\_\_\_\_

## **ZBA REVIEW STANDARDS**

Requests specifically directed to the Zoning Board of Appeals (ZBA) by the Spring Lake Township Zoning Ordinance will have specific review standards listed that the ZBA will use in its review. If you were directed to the ZBA under such a circumstance, please attach a **copy** of the applicable review standards to this application and include your response to each standard.

In addition to specific standards discussed above, general standards will be used in reviewing a proposal for a variance. On a separate sheet of paper please include a complete and thorough response to each of these standards.

### **□ FACTORS FOR CONSIDERING A USE VARIANCE**

1. Is the property incapable of being put to a reasonable use without the variance?
2. Is the problem caused by unique circumstances of the property, not by general conditions better addressed through a zoning ordinance amendment?
3. Can the variance be granted without altering the essential character of the neighborhood?
4. Is the problem outside the control of the applicant or the applicant's predecessors (i.e., not self-created)?

### **□ FACTORS FOR CONSIDERING A DIMENSION VARIANCE**

1. Will strict compliance with the zoning ordinance be an unreasonable limitation upon the use of the property?
2. Is the problem caused by unique circumstances of the property, not by general conditions better addressed through a zoning ordinance amendment?
3. Can the variance be granted without altering the essential character of the neighborhood?
4. Is this variance the smallest variance which can be granted and still satisfy the needs of the applicant?
5. Is the problem outside the control of the applicant or the applicant's predecessors (i.e., not self-created)?