

Spring Lake Township  
Building and Planning Dept  
101 S. Buchanan  
Spring Lake, MI 49456  
(616) 842-1340  
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 \_\_\_\_\_  
Email \_\_\_\_\_

**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 and culverts (driveway and culverts are required to be at least 5 feet from the side or rear lot line).
- Access road location and driveway length and location.
- 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.

**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*

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**For Office Use Only**

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

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

In addition to these specific standards, general standards will be used in reviewing a proposal for a variance.

### **FACTORS FOR CONSIDERING A DIMENSION VARIANCE (SECTION 112 I)**

For a dimension variance, the Board of Appeals must find that all of the following facts and conditions exist:

1. There are exceptional or extraordinary circumstances or conditions applying to the property in question, as to its intended use, that do not apply generally to other properties or classes of uses in the same zone.
2. The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties or classes of uses in the same zone. The possibility of increased financial return shall not of itself be deemed sufficient to warrant the granting of a variance.
3. The variance, if granted, will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this Ordinance or the public interest.
4. The condition or situation of the property or its intended use is not of so general or recurrent a nature as to make reasonably practicable a general regulation for the condition or situation.
5. Any exceptional or extraordinary circumstances applying to the property in question are not self-created.

### **FACTORS FOR CONSIDERING AN ACCESSORY BUILDING AUTHORIZATION (SECTION 306 F)**

Accessory Buildings or Structures of a greater area, in excess of the maximum height standards, or in excess of the maximum number of Buildings, may be authorized by the Board of Appeals pursuant to Section 603 of the Zoning Act. In order to qualify for an authorization under this Section, the application must first comply with the following standards.

1. The total square footage of all Accessory Buildings and Structures on a Lot shall not be more than twice the amount of square footage of Accessory Buildings and Structures allowed by right.
2. A landscaping plan shall be submitted with a Site Plan for any Accessory Building or Structure subject to this Subsection. When an Accessory Building or Structure subject to this Subsection will be visible from the Street or an adjacent Lot, existing trees and other screening vegetation should be preserved. If no screening currently exists, new landscaping shall be provided if deemed appropriate by the Board of Appeals, considering the nature of the area and the degree to which the Accessory Building or Structure is visible.
3. All of the Buildings and the Structures on the Lot shall not exceed the Lot Coverage standards of the underlying Zoning District.
4. The proposed Accessory Building or Structure shall generally be compatible with the architecture style and Building form of the principal Building, except for Buildings such as Greenhouses, which perform a specific function requiring a particular Building form.
5. The area, height, and massing of the proposed Accessory Building or Structure shall be proportional to the overall area of the Lot upon which it is placed and consistent with other residential Buildings or Structures in the surrounding neighborhood.
6. The Accessory Building or Structure shall be located in such a manner as to not cause a storm water runoff nuisance on adjacent property and shall meet the intent and guidelines of the Stormwater Management provisions in Article VI of Chapter 14 of the Township's Code of Ordinances.
7. The Board of Appeals may require a restrictive covenant, such as a deed restriction, recorded with the Ottawa County Register of Deeds, indicating that any future division of the subject Lot shall meet the limits for Lot Area and Accessory Building or Structure size provided in Section 306. The covenant shall be provided to the Zoning Administrator prior to the issuance of a permit under Section 116.

### **FACTORS FOR CONSIDERING AN ATTACHED GARAGE AUTHORIZATION (SECTION 322 C 13)**

On any Lot, the total square footage of an Attached garage shall not exceed the square footage of the largest Story designed and used for living purposes in the Dwelling, up to one thousand five hundred (1,500) square feet. An Attached garage larger than one thousand five hundred (1,500) square feet, but not greater than the square footage of the largest Story designed and used for living purposes in the Dwelling, may be authorized by the Board of Appeals pursuant to Section 603 of the Zoning Act. Further, only on Lots of two (2) acres or greater in size, an Attached garage larger than the largest Story designed and used for living purposes in the Dwelling may be authorized by the Board of Appeals pursuant to Section 603 of the Zoning Act. In order to qualify for either of these authorizations, the application must first comply with the following standards.

1. All of the Buildings and the Structures on the Lot shall not exceed the Lot Coverage standards of the underlying Zoning District.
2. The area, height, and massing of the proposed Attached garage shall be proportional to the overall Lot Area upon which it is placed; proportional to the size of the Dwelling on the Lot; and consistent with other residential Buildings and Structures in the surrounding neighborhood.
3. The Board of Appeals shall require a restrictive covenant, such as a deed restriction, recorded with the Ottawa County Register of Deeds, indicating that any future division of the subject Lot shall meet the limits for Lot Area and Accessory Building or Structure size provided in Section 306, and shall satisfy any conditions placed by the Board of Appeals upon an authorization granted under this subsection. The covenant shall be provided to the Zoning Administrator prior to the issuance of a permit under Section 116.