

**GENOA CHARTER TOWNSHIP  
ZBA VARIANCE SUBMITTAL REQUIREMENTS**

**The following is required. Failure to meet these requirements may result in postponement or denial of the petition:**



(1) Completed variance application



(1) Copy of the site or plot plan showing the following: **(ALL SETBACKS MUST BE SHOWN ON PLAN)**

- Dimensions of property
- Building Envelope
- All roads adjacent to property
- Any easements
- Any wetlands
- Septic tank and field or sewer line location
- Well location or water line location
- Driveways, decks, patios, detached accessory structures, any accessory structures located on the property
- Dimensions from building to property lines and Road Right of Way
- Dimensions of proposed building
- Plan must include lot coverage amounts for lots located in the Lakeshore Resort Residential zoning district
- Waterfront properties must indicate setback from water for adjacent homes.



(1) Copy of architectural drawings depicting proposed building elevations.

- Must include building height on drawings



A reduced size .pdf file of all large architectural plans and site or plot plans will be REQUIRED.



**PROPERTY MUST BE STAKED SEVEN (7) DAYS PRIOR TO THE MEETING SHOWING ALL PROPOSED IMPROVEMENTS.**

**ATTENDANCE IS REQUIRED**

**Variance Fees**

*(Payments accepted in check or cash only)*

Residential .....	\$215.00
Commercial / Industrial .....	\$395.00
Sign .....	\$300.00

**A variance application will not be accepted if any of the listed items above are missing or incomplete. If property is not staked 7 days prior to meeting, it may be postponed.**



**GENOA CHARTER TOWNSHIP VARIANCE APPLICATION**  
2911 DORR ROAD | BRIGHTON, MICHIGAN 48116  
(810) 227-5225 | FAX (810) 227-3420

Case # \_\_\_\_\_ Meeting Date: \_\_\_\_\_

PAID Variance Application Fee

\$215.00 for Residential | \$300.00 for Sign Variance | \$395.00 for Commercial/Industrial

Applicant/Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Tax Code: \_\_\_\_\_

**ARTICLE 23 of the Genoa Township Zoning Ordinance describes the Variance procedure and the duties of the Zoning Board of Appeals.**

Each application for Variance is considered individually by the ZBA. The ZBA is a board of limited power; it cannot change the Zoning Ordinance or grant relief when it is possible to comply with the Zoning Ordinance. It may provide relief where due to unique aspects of the property with strict application of the zoning ordinance to the land results in practical difficulties or unnecessary hardship.

The applicant is responsible for presenting the information necessary to support the relief requested. While much of the necessary information is gathered through the completed application, other information may be gathered by on-site visits, other sources, and during the ZBA meeting. ZBA members may visit the site without prior notification to property owners.

**Failure to meet the submittal requirements and properly stake the property showing all proposed improvements may result in postponement or denial of this petition.**

Please explain the proposed variance below:

1. Variance requested/intended property modifications: \_\_\_\_\_

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The following is per Article 23.05.03 of the Genoa Township Ordinance:

**Criteria Applicable to Dimensional Variances.** No variance in the provisions or requirements of the Ordinance shall be authorized by the Board of Appeals unless it is found from the evidence that all of the following conditions exist:

**Under each please indicate how the proposed project meets each criteria.**

Practical Difficulty/Substantial Justice. Compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk, density, or other dimensional provisions would unreasonably prevent the use of the property. Granting of a requested variance or appeal would do substantial justice to the applicant as well as to other property owners in the district and is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and vicinity of the subject parcel.

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Extraordinary Circumstances. There are exceptional or extraordinary circumstances or conditions applicable to the property or the intended use which are different than other properties in the same zoning district or the variance would make the property consistent with the majority of other properties in the vicinity. The need for the variance was not self-created by the applicant.

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Public Safety and Welfare. The granting of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets, or increase the danger of fire or endanger the public safety, comfort, morals or welfare of the inhabitants of the Township of Genoa.

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Impact on Surrounding Neighborhood. The variance will not interfere with or discourage the appropriate development, continued use, or value of adjacent properties and the surrounding neighborhood.

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**Any Variance not acted upon within 12 months from the date of approval is invalid and must receive a renewal from the Zoning Board of Appeals (ZBA).**

**After the decision is made regarding your Variance approval a land use permit will be required with additional site plan and construction plans.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# ZBA MEETING SCHEDULE AND SUBMITTAL DATES FOR 2019

**\*\* Please note that any incomplete applications will not be accepted**

## Meeting Date:

**January 15, 2019 Tuesday @ 6:30 p.m.**

Submit by: December 13, 2018

**February 19, 2019 Tuesday @ 6:30 p.m.**

Submit by: January 24, 2019

**March 19, 2019 Tuesday @ 6:30 p.m.**

Submit by: February 21, 2019

**April 16, 2019 Tuesday @ 6:30 p.m.**

Submit by: March 21, 2019

**May 21, 2019 Tuesday @ 6:30 p.m.**

Submit by: April 25, 2019

**June 18, 2019 Tuesday @ 6:30 p.m.**

Submit by: May 23, 2019

**July 16, 2019 Tuesday @ 6:30 p.m.**

Submit by: June 20, 2019

**August 20, 2019 Tuesday @ 6:30 p.m.**

Submit by: July 25, 2019

**September 17, 2019 Tuesday @ 6:30 p.m.**

Submit by: August 22, 2019

**October 16, 2019 WEDNESDAY @ 6:30 p.m.**

Submit by: September 19, 2019

**November 19, 2019 Tuesday @ 6:30 p.m.**

Submit by: October 24, 2019

**December 17, 2019 Tuesday @ 6:30 p.m.**

Submit by: November 14, 2019

**January 21, 2020 Tuesday @ 6:30 p.m.**

Submit by: December 19, 2019