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# Township of Lawrence

## ZONING VARIANCE APPLICATION

### GENERAL ZONING INFORMATION

The Lawrence Township Zoning Ordinance divides the township into districts. Each district has certain uses that are permitted in the district. The Ordinance also establishes the regulations which each use must comply with and the procedure used to review new development and changes to existing uses.

### APPLICATION

This packet contains information necessary for you to apply for a variance. Please read the directions carefully, and then fill out the following forms as completely as possible. To avoid delay, please remember to include the filing fee.

If you want to build a building or use your property in a way that is not permitted under the Zoning Ordinance, you have the right to apply for a variance which, if approved, would give you permission to proceed with your plans.

### RETURN THIS FORM To :

Brien Heckman  
Lawrence Township Attorney  
303 E Paw Paw St, Ste 1  
Paw Paw, MI 49079  
Tele. (269) 353-1111

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## Instructions

Please read and follow these instructions carefully.

In order to review your request, the members of the Lawrence Township Zoning Board of Appeals (ZBA) and the general public need to have information about your request. Please submit all of the following:

- 1. Enclosed application form filled out completely. Applications deemed incomplete will either be returned or cause a request for further information,
- 2. Copy of a dimensional site plan showing any existing or proposed buildings or additions. Include on the site plan (if applicable): the number and location of all on-site parking spaces, the existing and proposed setbacks to adjacent properties and information relevant to your appeal.
- 3. Scaled or dimensional drawings of all proposed buildings or additions, showing exact measurements between the proposed structure and landmarks in the immediate area including, but not limited to: lot lines, road right-of-ways, high water mark of any inland lake, and adjacent structures.
- 4. Written description of the proposed use. This should describe the nature of the use and, if a business, the hours of operation, number of employees, size and number of commercial vehicles to be used and other relevant information.
- 5. If you need additional room to answer any question, attach additional sheet\* identifying the property by address and the question to which the attachment refers by number.
- 6. A filing fee in the amount of \$390.00. Checks or money orders must be made payable to the "Township of Lawrence.,"

If measurements and other information submitted to the Lawrence Township Zoning Board of Appeals is later found to be in error, whether the error occurred intentionally, negligently, or otherwise, any variance granted in reliance upon the information submitted shall be considered void.

Applications together with the application fee must be on file in the office of the Township Attorney no later than 25 days prior to the Zoning Board of Appeals next regularly scheduled meeting. If not so received, the application shall be put over until the next monthly meeting date. Meetings are held on the second Monday of each month.

The applicant, or applicant's representative, must be present to answer questions posed by the ZBA. If the applicant is not present, the applicant's representative must freely and accurately answer all questions posed by the ZBA.

## **A — Variance Justification**

**A1 — The Zoning Board of Appeals can only grant a variance if there are special conditions or circumstances which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.**

1. What are the special conditions or circumstances which are peculiar to your land, structure, or building?

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**A2 — The Zoning Board of Appeals can only grant a variance if the special conditions described above do not result from the actions of the applicant.**

2. Explain why these conditions should not be regarded as self-created.

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**A3 — The Zoning Board of Appeals can only grant a variance if compliance with the provisions of the Zoning Ordinance would deprive the applicant of property rights commonly enjoyed by others properties in the same district.**

3. What other properties in the same district enjoy the same property rights that you are requesting? .

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**A4 — It is the intent of the Zoning Ordinance to establish minimum standards for the development of property in your district. The Zoning Board of Appeals can only grant a variance if the authorizing of such variance will not be of substantial detriment to the neighboring property and will not be contrary to the spirit and purpose of the Zoning Ordinance.**

4. Explain why the granting of the variance will not be detrimental to the neighboring property. Also, provide information on how you propose to minimize any negative impact of your project.

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**A5 — The Zoning Board of Appeals may grant a variance when, in carrying out the strict letter of the Zoning Ordinance, undue hardship would occur.**

5. Identify the "undue hardship" involved in your situation.

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## **B — Applicant Information**

### **BI — Applicant**

Identify the person or organization requesting the variance.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Organization \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**B2 — Applicant Interest**

Identify the applicant's legal interest in the subject property.

- Property Owner
- Land Contract Vendee
- Purchaser by option or by purchase agreement
- Lessee
- Other \_\_\_\_\_

**B3 — Property Owners**

Identify the person or organization that owns the subject property.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Organization \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**B4 — Agent**

Identify any person representing the owner or applicant in this matter.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Organization \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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## C — Property & Project Information

### C1 — Project Locations & Description

Property Address \_\_\_\_\_

Parcel No. \_\_\_\_\_ Zoning District \_\_\_\_\_

Lot Size \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Acres/Sq.ft. \_\_\_\_\_

Legal Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Use of Property \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### C2 — This project proposes the following (check all that apply).

- |   |   |
|---|---|
| <input type="checkbox"/> Construction of a new building     | <input type="checkbox"/> Expansion of an existing building  |
| <input type="checkbox"/> New use for an existing building   | <input type="checkbox"/> Construction of a new parking area |
| <input type="checkbox"/> Expansion of existing parking area | <input type="checkbox"/> Increase in residential density    |
| <input type="checkbox"/> Demolish an existing building      | <input type="checkbox"/> Other _____                        |

State exactly what is intended to be done on or with the property which necessitates a variance from the requirements of the Zoning Ordinance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**C3 — Requested Variance**

Indicate below the zoning requirements which are the subject of this variance request.

- Lot Size
- Lot Width
- Minimum Frontage
- Setback
- \_\_\_\_\_

**D — Request & Affidavit**

**DI — Applicant must read the following statement carefully and sign the application below.**

The undersigned hereby requests that the Lawrence Zoning Board of Appeals review and approve a variance from the provisions of the Lawrence Zoning Ordinance for the express purpose described above. Further, the applicant affirms and acknowledges that following:

- That the applicant has legal interest in the property as described in Section B of this application,
- That the granting of the requested variance or other decisions favorable to the undersigned does not relieve the applicant from compliance with all other provisions of the Lawrence Township Zoning Ordinance or other codes or statutes,
- That the applicant will comply with any and all conditions imposed by the Lawrence Zoning Board of Appeals in the granting of the requested variance or other decisions favorable to the undersigned.
- That the answers and statements contained in this application and in the attachments, if any, are in all respects true and correct to the best of his, her, or their knowledge and belief.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**D2 — If the applicant is not the property owner, the property owner must read the following and sign below.**

The undersigned hereby affirms and acknowledges that he, she, or they are the owner(s) of the property described in this application and are aware of the contents, purpose, and legal effect of this application should the relief sought be granted. The owner(s) hereby authorize the applicant to submit this application and to represent the undersigned owner(s) in the proceedings before the Lawrence Township Zoning Board of Appeals, the owner(s) likewise asking for the variance requested by applicant.

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Property Owner's Signature

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Date

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Property Owner's Signature

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Date