



# Zoning Board of appeals application

Chris Fuchs, Building Official 471-2400  
Ken Simpson, Electrical Inspector local 471-5869  
Ray Cole, Plumbing and Mechanical Inspector local 591-2540  
Joe Kring, Zoning Enforcement Officer local 695-9591

Instructions on reverse side. Submit all applications at the township hall

Department of Building, Inspections, and Zoning

**Buchanan Township**  
**15235 Main St.**  
**Buchanan, MI 49107**  
**Tel: (269) 695-6442**  
**Fax: (269) 695-7715**

buchanantownship.org

Appeal number: (township use only):

### A: This section for Township Use Only

	Property ID #: 11-06- (township use only)	<b>Authority: P.A. 230 of 1972, as amended</b> <b>Completion mandatory to obtain permit</b> <b>Penalty: Permit cannot be issued.</b>
Zoning of Property:	Use of Property:	<b>Application Fee \$400:</b> Plus \$500 min. for Escrow
Ordinance section regulating request:	Application complete signature of zoning official:	<b>Fees paid/receipt #:</b>

### I. Check or circle the appropriate box below and explain your request on the following form:

VARIANCE REQUESTED:	INTERPRETATION REQUESTED:	SPECIAL PERMISSION:	OTHER:
---------------------	---------------------------	---------------------	--------

### II. VARIANCE PROPERTY LOCATION / OWNER: Building department may attach county sheet to verify information.

<b>Location</b> street address: (Street number and street name):	Is a drawing available for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Owner's street address if mailing address is other than address above:	Owner's City of mailing:	Owner's State mailing:	Zip:
Email address of owner or applicant for communication via web:	Phone:	Cell phone:	Fax:

### III. APPLICANT INFORMATION:

<b>Name of applicant:</b>	Interest in property <input type="checkbox"/> Owner <input type="checkbox"/> Purchaser <input type="checkbox"/> Land Contract or Contractor (see below)		
Street address if mailing address is other than address above:	Applicants's City of mailing:	Applicant's State:	Zip:
Email address of owner or applicant for communication via web:	Phone:	Cell phone:	Fax:

### IV. ACTION REQUESTED:

--

### V. THE REASON FOR THIS REQUEST IS:

--

### VI. WHAT IMPACT WOULD YOUR REQUEST HAVE ON ADJACENT NEIGHBORS, AND HOW WOULD YOU MITIGATE THAT?

--

### VII. SIGNATURE OF APPLICANT:

The undersigned acknowledges that if a Variance is granted or other decision favorable to the undersigned is rendered upon this application, said decision does not relieve the undersigned from compliance with all other provisions of applicable Township Ordinances, and the undersigned affirms that the answer and statements herein contained and the information Herewith submitted are in all respects true and correct, to the best of his/her knowledge.	
Signature of Applicant: (If you are a contractor or Architect, please obtain Owner's signature here or an affidavit authorizing your action on their behalf. Please also sign and identify your function on their behalf.  X	Date

### VIII. PERMISSION TO INSPECT THE SUBJECT PROPERTY BY THE BOARD MEMBERS AND TOWNSHIP:

I grant permission for Buchanan Township employees and or agents to enter my property for the purpose to gather site information relative to the above request.	
Signature of applicant / and owner:	Date

### IX. NOTIFICATION OF HEARING:

This will confirm the receipt of your application for a hearing before the Buchanan Township Zoning Board of Appeals. Your hearing will take place on the date as written below at 7pm at the Township Hall at 15235 N Main St, BUCHANAN, MI 49107.
---

The Zoning Board of Appeals (ZBA) is a board made up of five Township of Buchanan residents appointed by the Board of Trustees. This board decides action on requests where it is appropriate to interpret the intent of the Ordinances of Buchanan. Please refer to Chapter 26 in the Buchanan Township Ordinances. The ZBA acts in a quasi-judicial function. Any action by the Zoning Board of Appeals is binding and may be appealed by you only to a local court of law.

When filling this form out, please follow the instructions below or use any available space on the rear of the form to write out any additional information you need to provide but do not have room enough on the front face of this application.

- I. Please check or circle the action you wish the Zoning Board of Appeals to consider. You may wish to talk to the zoning official or the building official before filling out the application.
- II. Because the property may have an owner who may be a different person than the applicant for the property, please supply the requested information in full. Mailings will require full mailing information including zip codes; please also supply as much telephone, fax, and cell phone information as you are able to provide.
- III. Because the property may have an applicant different from the owner of the property, please supply the requested information in full. Mailings will require full mailing information including zip codes; please also supply as much telephone, fax, and cell phone information as you are able to provide.
- IV. If you are an applicant working on behalf of the owner, please obtain either a signature or legal affidavit authorizing you to act on the owner's behalf.
- V. Action requested: **The board may only act upon what you request.** Any other request is required to be notified to the adjoining property owners according to State law in accordance with the timelines set by State statute..
- VI. Please indicate how you were informed to make application for relief via this application.
- VII. You will receive public notice of the hearing. Please call for information any time if you have not received this notification. Zoning Board of Appeals attempts to meet the third Monday of each month, where possible to meet the legal noticing requirements as outlined in State statute and Buchanan Township Ordinances.

The Zoning Board meets, when needed and when possible to meet the (15 days prior) noticing requirements of the Zoning Enabling Act, the third Monday of the month.

**Please bring information requested, along with the twice-signed application and fees to the Buchanan Township Hall. An application is not complete without fees. The application will be processed by forwarding to the Zoning Official to see if the application is complete. If appropriate, plans will be reviewed.**

**The Township of Buchanan reserves the right to require the applicant to consult with a Professional Planner. At time of application, an escrow fee will be required in addition to your application fees.\*\*\* All services relating to your application will be billed to the Township by the Professional Planner and will be paid out of your established escrow account. You are responsible for any fees incurred in that consult by paying the full escrow. The escrow is set up on your behalf with payment to the Township of an initial \$500 retainer fee for that service. Any additional fees relating to your application beyond that initial escrow establishment will be billed to you. By signing the application you are agreeing to pay all fees incurred on your behalf. No action is fully approved until such times as all escrow fees relating to your request are paid.**

**The Zoning Official will determine whether the application is complete. If not complete, you will be contacted to provide the information needed to make the application complete. When the application is made complete, the legal timelines for notification will begin, and a meeting will time will be set based on the availability of the five members and upon the ability of the Township to send notice before the meeting to neighbors pursuant to State statute. You will receive notification of the time of the meeting. We look forward to serving your needs and request. Please call any time if you have questions.**

\*\*\*as established in Township Board of Trustees meeting held \_\_\_\_\_ adopting resolution #.....