

Variance Requirements

WEST TRAVERSE TOWNSHIP PLANNING COMMISSION
8001 M-119 PO Box 528 Harbor Springs, MI 49740
231-526-7361 zoning@westtraversetownship.com

DIRECTIONS TO APPLICANT

The following items are needed to comply with the **ZONING BOARD OF APPEALS** requirements of the West Traverse Township Zoning Ordinance.

WHEN REQUIRED:

To request a non-use variance relating to the construction, structural changes or alteration of buildings or structures related to dimensional requirements of the Zoning Ordinance or to any other non-use related standard in the Ordinance.

ITEMS TO SUBMIT:

All items should be submitted to the West Traverse Township Zoning Administrator at least 30 days prior to the desired public hearing date.

1. **Application for Zoning Board of Appeals.**
2. **Site Plans or Plot Plans** - 6 copies of a plot plan or site plan which shows the variance being requested (containing the information in the checklist below).
3. **Site Plan Review Check List or Plot Plan Checklist** in accordance with Article 5 of the West Traverse Township Zoning Ordinance. Applicable agency reviews as required.

WHEN TO SUBMIT A PLOT PLAN OR SITE PLAN FOR A VARIANCE:

1. Site Plans are required for all uses except those listed in #2 below.
2. Plot Plans are required for variances requested for:
 - Single-family dwellings, two-family dwellings, and multiple-family dwellings
 - Accessory buildings (residential and non-residential), fences and signs
 - Buildings used for Special Land Uses that are accessory to a single-family or two-family dwelling (such as Bed and Breakfasts, Group Child Care Homes, Home Based Businesses and Freestanding Solar Energy Panels).
 - Freestanding solar energy panels and on-site wind energy

Application for Zoning Board of Appeals Action

RETURN TO: WEST TRAVERSE TOWNSHIP
8001 M-119 PO Box 528 Harbor Springs, MI 49740
PHONE: (231) 526-7361 FAX: (231) 526-0028 EMAIL: zoning@westtraversetownship.com

DATE RECEIVED _____

CASE # _____

\$ _____
FEE

DATE PAID _____

PLEASE MAKE CHECKS PAYABLE TO WEST TRAVERSE TOWNSHIP

Applicant's Name _____ Phone _____

Applicant's Address _____

Applicant's Email Address _____ @ _____

ACTION REQUESTED:

To interpret a particular section of the zoning ordinance, as it is felt the Zoning Administrator/Planning Commission is not using the proper interpretation. The Section is: _____

To interpret the zoning map, as it is felt the Zoning Administrator/Planning Commission is not reading the map properly. Describe the portion of the zoning map in question (attach detail maps if applicable): _____

To grant a non-use variance relating to the construction, structural changes or alteration of buildings or structures related to dimensional requirements of the Zoning Ordinance or to any other non-use related standard in the Ordinance. Specify the section and specific regulations the variance is being sought from:

To overturn an action of the Zoning Administrator or Planning Commission. The Zoning Administrator or Planning Commission erred (did not issue a permit, issued a permit, enforcement):

APPLICANT'S STANDING (INTEREST):

Property owner Adjacent property owner

Other affected individual. Explain: _____

Other. Explain: _____

RULING SOUGHT:

What is the sought ruling by the Zoning Board of Appeals?

GROUND FOR APPEAL:

State specifically the grounds for this appeal:

REQUIRED DOCUMENTS:

If you are seeking a variance, the following must be provided:

Address: _____ Tax Parcel #: ____ - ____ - ____ - ____ - ____

Zoning District: _____ Current Use of Property: _____

- 6 copies of a plot plan or site plan which shows the variance being requested.
- Variance Checklist (if requesting a variance).
- Attach evidence of property ownership.
- Attach all deed restrictions for the property in question.
- List adjacent parcels under the same ownership.
- Any other documentation which will assist the Zoning Board of Appeals in reviewing the request.

If you are appealing a decision of the Zoning Administrator or Planning Commission, the Zoning Administrator will forward all records from that decision to the Zoning Board of Appeals.

Application for Zoning Board of Appeals action must be submitted at least 30 days prior to the public hearing date. The Zoning Board of Appeals will review all applications for a variance using the standards in Section 804:3.

INSPECTIONS:

As owner and/or applicant representing the owner, I do do not authorize West Traverse Township (staff, appointed board, trustees or committee members) to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site walks shall be conducted at reasonable hours and times.

I certify that all of the above information is accurate to my fullest knowledge:

Signature of Applicant	Printed Name of Applicant	Date
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(Required) Signature of Property Owner	Printed Name of Property Owner	Date
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PLOT PLAN AND SITE PLAN REQUIREMENTS FOR VARIANCE REQUESTS

PLOT PLAN CHECKLIST

Case # _____

Date Received _____

Plot Plans are required for Residential Special Land Uses (such as Bed and Breakfasts, Group Child Care Homes, Attached Single-Family Dwellings, and Home Based Businesses)

Subject Property Address _____

Subdivision and Lot Number (If Applicable) _____

Proposed Use of Property _____

Proposed Number of Employees _____

Plot Plan Requirements

		Yes	No	N/A	Comments
1	The actual shape, location and dimension of the lot. If the lot is not a lot of record, sufficient survey data to locate the lot on the ground.				
2	The shape, size and location of all buildings or other structures to be erected, altered or moved and of any other buildings or other structures already on the lot.				
3	The existing and intended use of the lot and of all structures upon it.				
4	Location of required setbacks of the zoning district.				
5	The location and configuration of the lot access and driveway drawn to scale.				
6	The location and width of all abutting right-of-ways, easements and public open spaces within or bordering the subject project.				
7	Natural features such as forests, bodies of water, wetlands, high risk erosion areas, slopes over 10%, drainage and other similar features, if determined by the Zoning Administrator to be applicable.				
8	North arrow.				
9	Such other information concerning the lot, adjoining lots or other matters as may be essential for determining whether the provisions of this Ordinance are being observed.				

Applicant's Signature

Date

SITE PLAN CHECKLIST

Case # _____

Date Received _____

Site plans are required for all Special Land Uses except residential Special Land Uses.

Subject Property Address _____

Subdivision and Lot Number (If Applicable) _____

Proposed Use of Property _____

Proposed Number of Employees _____

Site Plan Requirements

	Basic Map Information	Yes	No	N/A	Comments
1	Number of Copies: 9 copies in addition to 1 reduced size copy (maximum 11" X 17") and 1 digital copy.				
2	Seal of the registered architect, landscape architect, land surveyor or professional engineer who prepared it. <i>(The Zoning Administrator shall have the authority to waive the requirements of a professionally prepared plan where it determines a sketch plan would be adequate.)</i>				
3	Legal description of the site.				
4	Zoning district of the site and adjacent properties.				
5	Scale of 1" equals 50' for less than 5 acres and at 1" equals 100' for 5 acres or more, and shall contain a general location map at a scale of 4" equals 1 mile giving site location.				
6	Map Info: Date, north point, scale, property dimensions, street names, size in square feet or acres and any other necessary identification information.				
	Structures, Storage & Easements	Yes	No	N/A	Comments
7	All existing and all proposed structures including fences, walls and other structures within 100' of the subject property including required setback lines.				
8	Floor area and floor plans of all structures.				
9	Building elevations (front, side and rear views) and height of all structures.				
10	Location of all outdoor lights, pole heights, bollards, building attached and luminary shielding techniques.				
11	Location and sizes of signs (must comply with Section 413).				
12	Outdoor storage areas, snow storage areas and waste receptacles.				
13	Percentage of lot coverage.				

14	All existing utility lines and other services within and bordering the subject property.				
15	Proposed method of screening.				
16	Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimension and other data of all such equipment or machinery shall be indicated.				
Parking, Circulation & Roads		Yes	No	N/A	Comments
17	Ingress/egress drives and right-of-ways/easements.				
18	Parking areas with spaces delineated. Parking spaces required_____, parking spaces actual_____, and accessible (ADA) parking location and number _____.				
19	Roads.				
20	Pedestrian circulation features.				
21	Loading and unloading areas.				
22	Parking lot landscaping.				
Natural Features & Landscaping		Yes	No	N/A	Comments
23	Natural features such as bodies of water, wetlands and slopes.				
24	Topography information based on USGS datum or selected on site elevations. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of topography.				
25	Proposed landscaping. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to whether existing or proposed. Whenever a tree or group of trees of 3” caliper or greater is to be removed as part of the planned improvements, it or their location must be shown on the site plan in dotted outlines and noted "to be removed".				
26	Are there scenic view considerations?				
Drainage & Soil Erosion		Yes	No	N/A	Comments
27	Generalized soil analysis data, which may include data prepared by the Emmet County Soil Conservation District regarding the soils and their adaptability to the use. More detailed information may be required where the Planning Commission determines that the site and use warrant a more critical review of soils.				
28	Soil erosion and sediment control measures which shall include preventative soil erosion devices or measures, both during and after any site work related to the development when required.				
29	Drainage and stormwater management plan.				

	Other Requirements	Yes	No	N/A	Comments
30	Impact Statement attached?				
31	Harbor Springs Area Fire Department approval?				
32	Fire hydrants and fire vehicle access.				
33	Emmet County Road Commission or MDOT approval?				
34	Health Department of Northwest Michigan approval?				
35	Army Corps of Engineers approval?				
36	Soil erosion approval?				
37	Michigan Department of Environmental, Great Lakes & Energy (EGLE) approval?				
38	Wetlands permit approval?				

ADDITIONAL COMMENTS:

Applicant's Signature

Date