

LYNDON TOWNSHIP APPLICATION FOR ZONING APPEAL

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

PARCEL ID NUMBER: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

**BEFORE YOU BEGIN:** Please read the attached excerpts from the Lyndon Township Zoning Ordinance (the complete Ordinance is available at the Township Hall). Since these are guidelines the Zoning Board of Appeals must follow, they will help you decide whether to proceed with an appeal and/or how best to present your case. Please fill out the form completely to avoid delays in your hearing.

1. What section(s) of the Ordinance are you appealing?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Why can't you comply with the Ordinance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe the variance you are asking for. Please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Why do you think your appeal should be granted? Please be brief.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What is the present use of the property?

\_\_\_\_\_  
\_\_\_\_\_

6. Attach the following to this application:

- A. Property description
- B. A plot plan, to scale, that includes:
  - 1. dimensions of property;
  - 2. location of all buildings on property;
  - 3. distance of buildings to road, rear and side lot lines;
  - 4. distance between buildings and structures; and
  - 5. location of well, septic tanks and drainfield
- C. Information on any pending health permits

- D. Copy of zoning permit under appeal
- E. Affidavit of property owner (if other than applicant) granting permission for this appeal (affidavit available from Ordinance Officer)
- F. Township Officials are given access to the property for purposes of evaluation and review.

7. The applicant must also ensure the accurate staking of all corners of proposed structures, and the accurate staking of all other features (such as drain fields, wells, or driveways) that are relevant to the application, in order to facilitate site inspection by the members of the Zoning Board of Appeals. All features so delineated must correspond to the features specified on the above cited plot plan. This must be completed at least ten (10) days before the scheduled ZBA application hearing.

8. The applicant may bring whatever assistance they consider appropriate to the ZBA hearing. This includes consultants, such as attorneys, surveyors, contractors, or architects.

Owner notified date of the next ZBA Hearing will be \_\_\_\_\_.

The undersigned states that the foregoing statement and attachments are true and correct to the best of their knowledge and belief.

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

MAIL A FEE OF \$450.00 AND 10 COPIES OF YOUR APPLICATION TO:

Lyndon Township Ordinance Officer  
17751 N. Territorial Road  
Chelsea, MI 48118

Date application received: \_\_\_\_\_

Received by: \_\_\_\_\_

Township Clerks Office:

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount received: \_\_\_\_\_ Date of Public Hearing Held: \_\_\_\_\_

ACTION: APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
CONDITIONS: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

1. \_\_\_\_\_  
Chairperson  
Members Attending

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**SECTION 16.06**  
**APPLICATIONS AND HEARINGS**

A. An application to the Board of Appeals shall consist of:

1. A completed application **form**, provided by the Township,
2. A **fee** as established by the Township Board, paid to the Township Clerk at the time of filing, and
3. A scaled **drawing** with sufficient detail to indicate the nature and necessity of the request.
4. The Board of Appeals may request **additional** detail on the drawing or other information which they deem necessary to make a decision on the application.

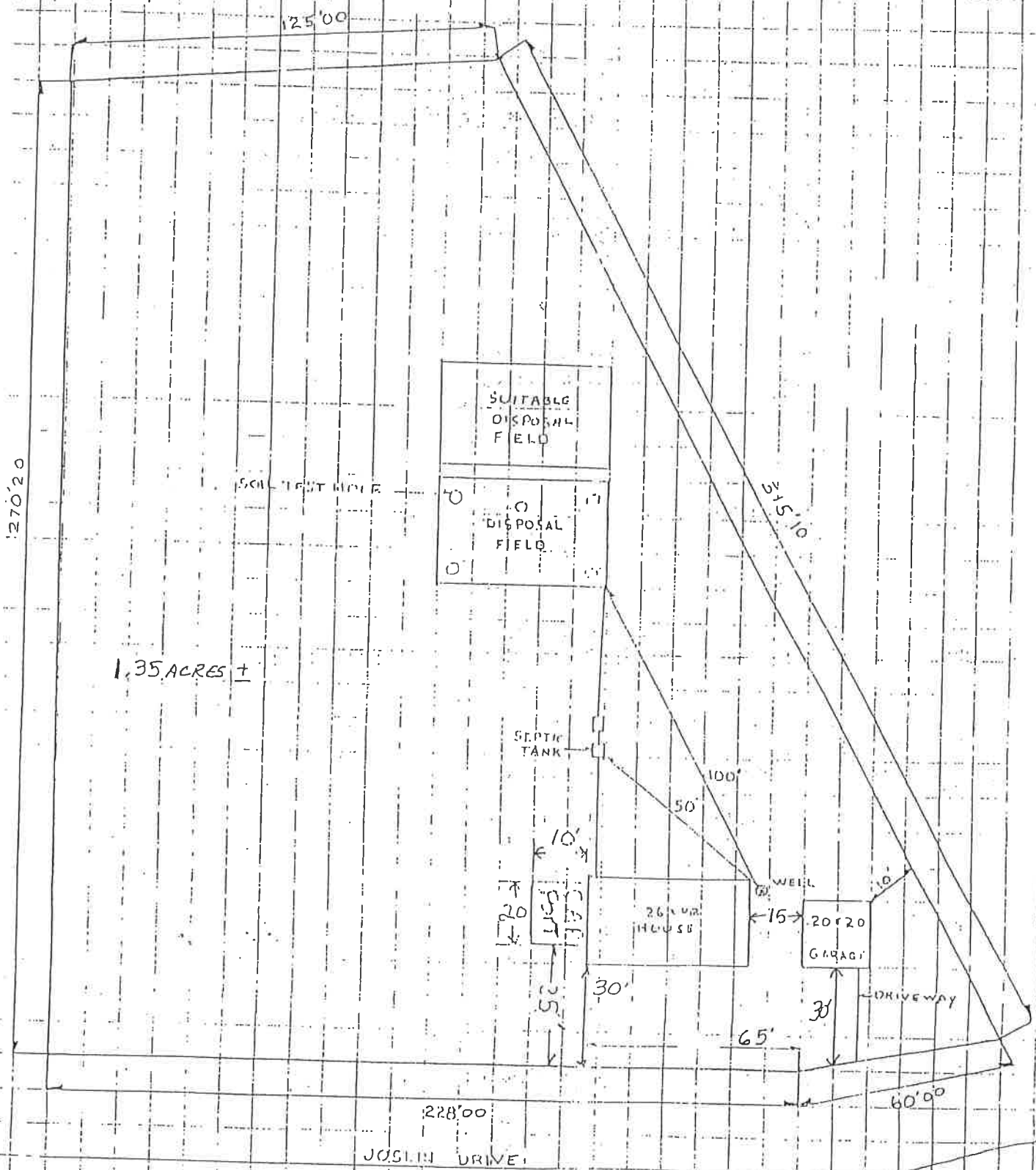
B. Upon receipt of a complete application the Zoning Board of Appeals shall fix a reasonable time for the hearing of the appeal, not to exceed **forty-five (45) days** from the date of filing the notice of appeal, unless an extension of the time is required by the decision of a majority of the members, whose decision shall state the reasons for the extension. The Zoning Board of Appeals shall cause public notices stating the time, place and subject of the hearing to be served personally, or by mail.

# SAMPLE PLOT PLAN

North

scale: 1" = 40'

(1 square = 10')



NAME OF OWNER

ADDRESS

DATE