

Zoning Board of Appeals
Charter Township of Oakland
Appeal Application Instructions

All variance requests are subject to the requirements contained in Ordinance 16, Article XXV, 25.00.00 entitled Board of Appeals. Ordinance 16 is available on our website at www.oaklandtownship.org, or for purchase at the Oakland Township Hall during normal business hours. General Information about the powers and duties of the Zoning Board of Appeals may be obtained by reading Act 184 of the Public Acts of 1943 of the State of Michigan, as amended.

Attached to this instruction sheet are:

A Zoning Board of Appeals Application for Variance Request; and
A Notice of On-Site Inspection form

The following checklist is to be used as a guide for a proper Zoning Board of Appeals Application for Variance Request submittal:

- o 7 sets of a complete ZBA Application form-one with original signature
- o 7 sets of a complete Notice of On-Site Inspection form-one with original signature
 - ▷ Please note that you are required to stake your property for inspection and the staking requirements are listed on that form.
- o 7 sets of a site plan indicating your variance request and containing all lot lines, current structures, proposed structures and setbacks from all structures and lot lines.
 - ▷ If you have a mortgage survey of your existing home and property, you can photocopy it and use that as your site plan.
- o A check made payable to "Oakland Township"
 - ▷ Interpretations \$200.00
 - ▷ Variances that create new parcels of land \$500.00
 - ▷ Variances – Residential \$200.00
 - ▷ All other Variances \$500.00
 - ▷ There will be no additional fees for multiple variances to the same parcel which are contained on one application.
 - ▷ The Zoning Board of Appeals may require an escrow deposit for such things as Township Engineer, Planning Consultant, Wetland Consultant or Attorney fees as may be necessary by the nature of the request.
- o All of the applications, forms, attachments and fees must be turned in by 4:00 p.m. on the last Tuesday of the month in order to be scheduled for the next Zoning Board of Appeals meeting.
 - ▷ Example: If you apply by the last Tuesday in June, you would be scheduled for the meeting held the third Tuesday in July.
- o The applicant, or representative, must be present at the Zoning Board of Appeals meeting when the appeal is discussed. Failure of the applicant or their authorized agent to appear before the Board as scheduled, shall be justification for dismissal of the case without prejudice and with no refund of appeal fee.

CHARTER TOWNSHIP OF OAKLAND

4393 Collins Rd., Rochester, MI. 48306
Telephone: (248) 651-4440 Fax: (248) 651-1510
www.oaklandtownship.org
tberger@oaklandtownship.org

**ZONING BOARD OF APPEALS
APPLICATION FOR VARIANCE REQUEST**

Name of Applicant (and Business if applicable) _____

Current Address _____

Telephone (Home) _____ (Work/Other) _____

Address of Variance Request _____

Parcel Number _____

General Location/Crossroads _____

Explain your variance request:

A variance from the Terms of this ordinance shall not be granted by the Board of Appeals unless and until a written application for a variance is submitted demonstrating:

- A. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not generally applicable to other lands, structures, or buildings in the same district;

B. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;

C. That the special conditions and circumstances do not result from the actions of the applicant;

D. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same zoning district.

In granting any variance, the Board of Appeals may prescribe appropriate conditions and safeguards. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of the ordinance and punishable under terms of the ordinance.

Signature of Applicant: _____ Dated: _____

CHARTER TOWNSHIP OF OAKLAND

4393 Collins Rd., Rochester, MI. 48306
Telephone: (248) 651-4440 Fax: (248) 651-1510
ZONING BOARD OF APPEALS

NOTICE OF "ON-SITE" INSPECTION

Name of Applicant _____

Telephone (Home) _____ (Work/Other) _____

Email Address (Personal) _____ (Work/Other) _____

Current Address _____

Address of site to be inspected _____

Near Crossroads _____ and _____

According to your application, members of the Z.B.A. will inspect the following:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> LOT LINES | <input type="checkbox"/> ACCESSORY BUILDING(S) |
| <input type="checkbox"/> DECK(S) | <input type="checkbox"/> ADDITION(S) |
| <input type="checkbox"/> ROADWAY | <input type="checkbox"/> HOUSE |
| <input type="checkbox"/> OTHER _____ | |

Your property must be staked to show the proper location of your variance request at least two weeks prior to the Zoning Board of Appeals hearing.

Make certain the measurements on the application are accurate!

- All perimeters, corners, and other necessary reference points of proposed project must be clearly staked
- Stakes must be at least 2 feet in height
- Stakes must be of substantial material and conspicuously marked
- Stakes are to remain in place until your appeal application has been processed

By signing this document, you are giving permission to the members of the Oakland Township Zoning Board of Appeals and any necessary Township Employees or Consultants, to make on-site inspections on your property for this variance request.

This form must be signed by the Applicant or a legal representative. The appeal will be postponed until complete.

Signature of Applicant: _____ Dated: _____