

ZONING SOLUTIONS, LLC
 PO BOX 222
 CASSOPOLIS, MI 49031
 OFFICE: 269-535-7463
 EMAIL: mizoningsolutions@gmail.com

Permit #	
Fee	\$500.00
Method of Payment	
Date Received	
Date Deemed Complete	
Received By	

MAKE CHECK PAYABLE TO THE MUNICIPALITY IN WHICH YOUR PROJECT IS LOCATED

ZONING VARIANCE APPLICATION

A drawing (site plan shown from a "bird's eye" view) indicating property lines, location of all buildings presently on the property and the location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all structures. An application will not be deemed complete or processed until the permit fee has been paid, a site plan submitted, proof of ownership provided, and this form completed. "Change of Use" applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure.

Project Location / Property Owner Information

Street Address _____

Parcel Number _____

Municipality () City () Village () Township of: _____

Name of Property Owner _____

Address _____ City, State _____ Zip _____

Telephone _____ Email _____

Applicant (Contractor / Property Owner Information)

Contractor Property Owner

Name _____

Address _____ City, State _____ Zip _____

Telephone _____ Email _____

Type of Project (Please mark as many as are applicable)

- | | |
|---|--|
| <input type="checkbox"/> New Construction
<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration / Remodel
<input type="checkbox"/> Change of Use (Current Use _____)
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Single Family Home
<input type="checkbox"/> Multifamily Home
<input type="checkbox"/> Mobile Home or Prefabricated Home
<input type="checkbox"/> Attached Garage
<input type="checkbox"/> Detached Garage
<input type="checkbox"/> Accessory Building (Other)
<input type="checkbox"/> Fence
<input type="checkbox"/> Deck / Porch
<input type="checkbox"/> Commercial Building
<input type="checkbox"/> Other _____ |
|---|--|

Building Characteristics

The proposed building characteristics of this project are as follows:

Feet	Description	Detail
	From front lot line, measured from	() Center line of road () Right of way line
	From front lot line on a body of water	Measured from the high water mark
	From rear property line	Measured from the rear property line
	From right side lot line	Determined from the road looking at the lot
	From left side lot line	Determined from the road looking at the lot
	From any and all existing structures	Determined from closest point on each structure
	Wall height of proposed structure	Determined from average undisturbed grade
	Ground to peak height of proposed structure	Determined from average undisturbed grade
	Proposed structure length	From widest point of structure
	Proposed structure width	From widest point of structure
	Square feet of gross floor area	Total square footage of structure
	Square feet of living space	Finished space for living for habitation
	Total lot coverage	Total lot coverage of all structures
	Distance from lake, stream, shore, pond	To be measured from high water mark
	Agricultural Use (100%) () Yes () No	If yes, Letter of Understanding required.

I, the undersigned, affirm that the foregoing answers, statements, and information and any attachments are in all respects true and correct to the best of my knowledge and belief. I understand that the Zoning Variance applied for, if granted, is issued on the representations made herein and that any Zoning Variance subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements. I understand that incomplete applications which also includes application fees will not be processed. Incomplete applications will be closed after 45 days, applicant will have to re-submit including all applicable fees. I, the undersigned, fully understand that acceptance and/or approval of this application for Zoning Variance does not confer approval by any other municipal entity. I, the undersigned, authorize the Zoning Administrator and any other person authorized by the Zoning Administrator, to enter onto the property subject to this permit hereon for the purpose of conducting inspections for compliance. Failure by the undersigned to permit such inspections shall result in the Zoning Variance Application being denied, or immediate termination of the Zoning Variance that has been issued. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and agree to conform to all applicable laws of the State of Michigan. I understand that the Zoning Administrator may require that a survey be performed to verify information regarding the property and/or buildings and/or structures located on the parcel. I understand that incomplete applications, or applications that have been denied, will only be held open for 45 days. After 45 days, a new application will have to be submitted along with new application fees.

APPLICANT SIGNATURE

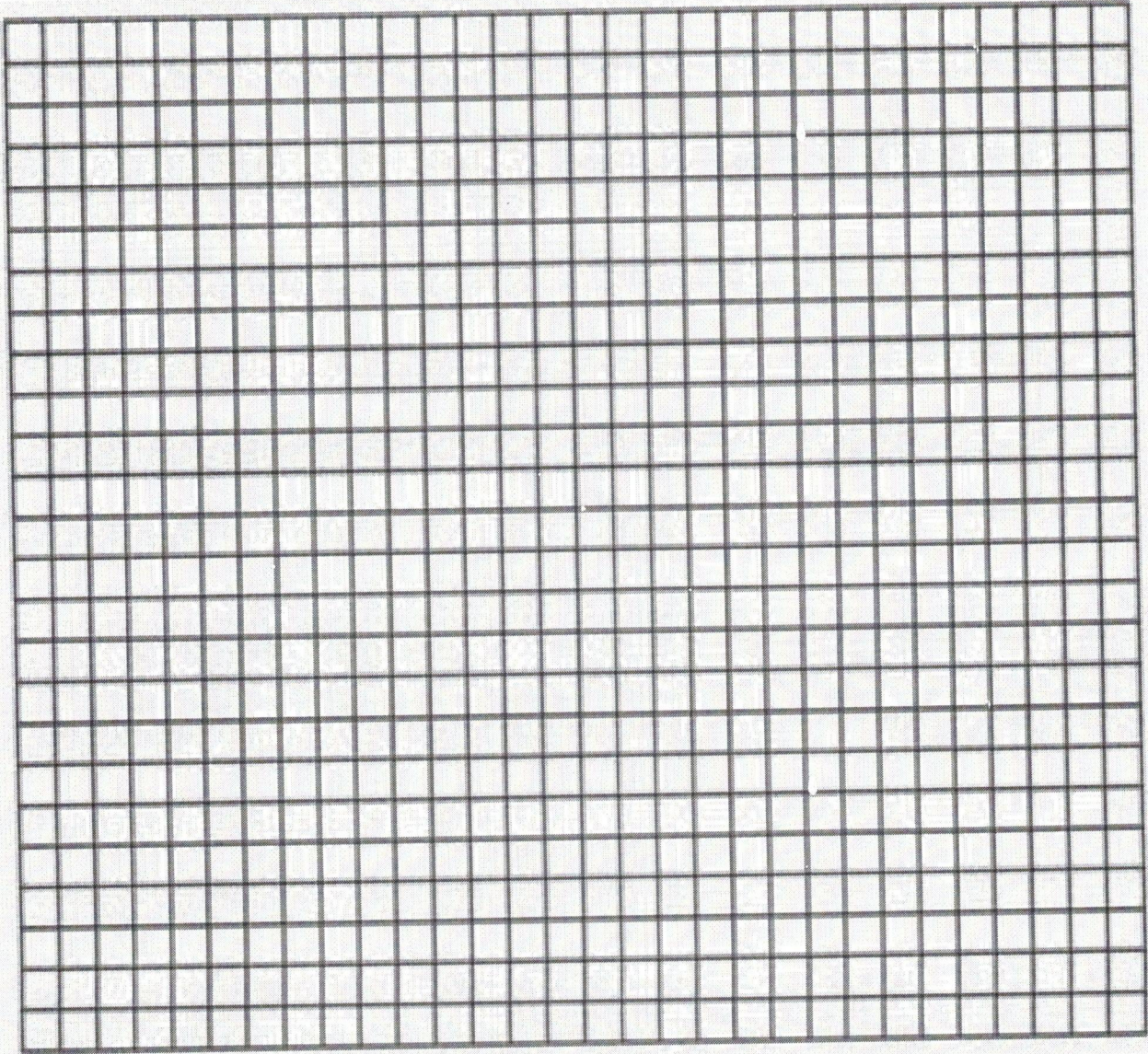
DATE

PROPERTY OWNER SIGNATURE

DATE

Site Plan / Plot Plan

Place the NORTH ARROW in the CORRECT DIRECTION here: _____



The plot plan must be completed in its entirety prior to any review. This grid paper may be used or a separate plan attached. Required information includes, but is not limited to:

1. The location, shape, area and dimension of the lot.
2. The location, dimensions, and height of any and all existing and/or proposed structures to be erected, altered, or moved on the lot. Measurements from all property lines and other structures shall be included. Measurements shall be from widest point of structure to widest point of structure.
3. All streets that adjoin the property.
4. All front, side and rear yard setback dimensions, and where such dimensions are measured from.
5. Location of any lakes, streams, ponds or wetlands, on or adjoining the property.
6. Configuration of existing and/or proposed driveways.
7. Location of any existing and/or proposed septic system, drain field and well easements or right of ways.
8. Location of any existing and/or proposed legal easements.

LaGrange Township Application for Zoning Variance

Please read Section 23.07 of the Township Ordinance carefully. (copy included.) Subsection "A" **numbers 1, 2, & 3** are on page one of this application.

Number 5 asks that if you want correspondence from the Township sent to an address other than the one shown on page 1 of this application, you must indicate where to send it.

Number 6 requires a narrative description of the requested variance.

Number 7 requires a site plan (or "bird's eye view") of the property with dimensions from all existing structures to all property lines. Sizes of all structures must also be indicated.

The completed application and required information must be submitted to the Zoning Administrator, Jason Pompey, PO Box 222, Cassopolis, MI 49031. The Zoning Administrator has fifteen (15) days from receipt to review the information for completeness. If the application is complete, the Zoning Administrator will forward the application to the Secretary of the Zoning Board of Appeals, who will schedule the application for a Public Hearing within forty-five (45) days.

If you have any questions, please contact the Zoning Administrator at:

Jason Pompey

PHONE: 269-535-7463

EMAIL: mizoningsolutions@gmail.com

Section 23.07 of the LaGrange Township Zoning Ordinance

A. Application. Application for a variance shall be made to the Zoning Board of Appeals by filing of not less than five (5) copies of an application with the Township Zoning Administrator. Fees are required to be paid in accordance with the fee schedule in effect as established by the Township Board at the time the application is made. The application shall include the following information. This information shall be considered a minimum and the Zoning Administrator, in consultation with the Chairman of the ZBA, may require additional information that they deem necessary in order for the ZBA to make a fully informed decision on the application.

1. The applicant's name, address, and phone number.
2. The address, parcel number and current zoning district classification of the property.
3. The application shall be executed by the owner(s) of the property. The application may be represented by a party who has a legal financial interest in the property (such as a purchase agreement) provided that the application contains an affidavit signed by the property owner(s) indicating the party and the nature of the legal interest.
4. The application shall grant a right of entry onto the subject property to the Zoning Administrator, members of the ZBA, and representatives and designees of the Township for the purpose of inspecting the property and reviewing the application.
5. The address of the applicant to whom all correspondence regarding the application and variance process should be sent.
6. A narrative description of the requested variance that describes the section(s) of the Zoning Ordinance from which the applicant is seeking a variance as relief; the nature and extent of the requested variance; and the potential impact of the requested variance on adjacent and nearby properties; and that specifically addresses the standards for granting a variance that are set forth in Section 23.07(C) below.
7. A site plan showing:
 - (a) property lines with dimensions
 - (b) location of existing and proposed structures with dimensions
 - (c) open yards as required by the applicable zoning district regulations
 - (d) proposed walls, fences and landscaping
8. The ZBA may, in its discretion, require that the applicant, at his expense, submit a detailed site plan prepared by a licensed surveyor or professional engineer when it determines that such a site plan is necessary in order for the ZBA to make an informed decision.