



**OCEOLA TOWNSHIP**  
 1577 N. Latson Road, Howell, Michigan 48843  
 P: (517) 546-3259 F: (517) 546-6697  
 Website: www.oceolatwp.org

Application ZBA \_\_\_\_\_  
 Date Filed \_\_\_\_\_  
 Hearing Date \_\_\_\_\_  
 Application Fee \_\_\_\_\_

**ZONING BOARD OF APPEALS APPLICATION**

Concerning an appeal to vary or modify certain regulations established in Article 18 of the Township of Oceola Zoning Ordinance. Application filing fee due at time of submission.  
*Fees are non-refundable. Incomplete applications will not be accepted.*

**Property Site Information**  
 Site address \_\_\_\_\_  
 Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_  
 Current Use(s) \_\_\_\_\_

**Applicant Name** \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Interest in the Property (e.g. owner, land option, etc.) \_\_\_\_\_

**Property Owner** (if other than applicant) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

**Application Request and Fee** (check all that pertain to appeal and complete any additional requested information):

- |  |   |
|--|---|
| _____ Variance(s) (nonuse/dimensional)   | _____ Total number of Variances requested   |
| _____ Interpretation of Zoning Ordinance | \$400.00 – Single Family Residential and AR |
| _____ Appeal of Administrative Decisions | \$600.00 – All Other Districts              |

**Section of Zoning Ordinance Appealed** (Eg: Section #.## A.5) \_\_\_\_\_

**Description of Appeal(s) Requested** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Continued on other side)

**Oceola Township Special Use Permit Application (continued)**

**Criteria for a Nonuse Variance:**

*No variance shall be granted to permit the establishment within a district of any use which is excluded or for which a Special Use Permit is required. No variance shall be granted by the Zoning Board of Appeals unless all the following conditions are met. (Sec. 18.04 C.) Please respond to the following statements:*

1. What are the exceptional or extraordinary circumstances or condition applying to the property involved, or to the intended use of the property, that do not apply generally to other property or uses in the same district and have not resulted from any act of the applicant subsequent to the adoption of this Ordinance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Such variance is necessary for the preservation of a substantial property right belonging to other property in the same district: *(The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance).*  
\_\_\_\_\_  
\_\_\_\_\_
  
3. The granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity or in the district in which the property of the applicant is located: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. The granting of such variance will be in harmony with the general purpose and intent of this Ordinance:  
\_\_\_\_\_  
\_\_\_\_\_

**Application Procedure**

The applicant must submit the following:

1. Completed application form.
2. Proof of Ownership – DEED, or notarized letter of authorization from property owner.
3. Plot Plan/Sketch Plan of property indicating appeal.
4. Application Fee (non-refundable).

~ HEARING WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED AND FEES PAID ~  
Property Owner must attend all Township meetings or be represented by a person with a **notarized** letter of representation to act on behalf of owner.

*I hereby affirm that the information given herein is true and correct to the best of my knowledge and grant permission for Township Officials and/or Township Staff to conduct on-site inspection:*

Signature of Property Owner	Printed Name	Date
Signature of Applicant	Printed Name	Date



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## **ZONING BOARD OF APPEALS HEARINGS SUBMITTAL DOCUMENTS**

*The deadline for filing applications is a minimum of 4 weeks prior to the scheduled meeting in order to allow enough time to meet requirements for public notice.*

**HEARING WILL NOT BE SCHEDULED UNLESS ALL INFORMATION IS SUBMITTED  
AND FEES PAID BY THE DEADLINE.**

### **Application Procedure:**

The applicant must submit 7 sets of the following:

1. Completed application form.
2. Proof of Ownership – DEED, or notarized letter of authorization from property owner.
3. Plot Plan/Sketch Plan of property indicating appeal.

Plan is to include the following:

- North Arrow
  - Actual shape and dimensions of the lot
  - All existing structures – indicate on plot plan that they are existing
  - All proposed structures – indicate on plot plan that they are proposed
  - Setback distances from ALL property lines to existing and proposed structures
  - Street location and name
  - Elevations of proposed construction
4. Any additional documents, photographs, maps, that are appropriate to depict the reason for the appeal.
  5. Application Fee (non-refundable).

*Property Owner must attend all Township meetings or be represented by a person with a **notarized** letter of representation to act on behalf of owner.*