



CHECKLIST OF REQUIRED DOCUMENTS FOR
ZONING BOARD OF APPEALS (ZBA) VARIANCE REQUESTS

All applications must be received 5 weeks in advance of a meeting date in order to be considered.
(see attached sheet with meeting dates and deadlines)

- One (1) completed 2-page **Application** with **original signature (s)** of the applicant and legal owner and one (1) completed **Existing information Sheet**.
- Six (6) copies of the completed 2-page **Application**.
- Six (6) copies of completed **Existing Information Sheet**.
- Seven (7) copies of a **Letter of Intent** clearly explaining the variance request.
- Seven (7) copies of a **site plan** drawn at a legible scale on a standard sheet containing the following:
 - Dimensional elements for which a variance is requested.
 - Dimensional relationships of the subject lot to the structure on all adjacent lots.
- Seven (7) copies of a **staked survey** - signed & sealed - to ensure all measurements are accurate.
- One (1) copy of **proof of ownership** (i.e. deed, land contract, option agreement, lease, etc.)
- A **written explanation** of the hardship / practical difficulty that will occur without the granting of the variance (s) requested. Please explain:
 - How the strict enforcement of the provisions of the Township Zoning Ordinance would cause practical difficulty and deprive the owner of rights enjoyed by all other property owners owning property within the same zoning district.
 - The conditions and circumstances unique to the property which are not similarly applicable to other properties in the same zoning district.
 - The conditions and circumstances unique to the property were not created by the owner, or his predecessor in title, within the time following the effective date of the provisions alleged to adversely affect such property.
 - Why the requested variance (s) will not confer special privileges that are denied other properties similarly situated and in the same zoning district.
 - Why the requested variance will not be contrary to the spirit and intent of this Zoning Ordinance.

Please note:

A **non-refundable filing fee** shall be paid at the office of the Harrison Township Zoning Board of Appeals.

The Township will schedule a public hearing. The applicant will be notified of the public hearing date. Not less than fifteen (15) days prior to the scheduled hearing date, the Township will notify all owners of land within 300 feet of the subject property of the time, date, place & purpose of the public hearing.

The Zoning Board of Appeals may approve (with or without modifications or conditions) or deny the request for a variance.

Variances are valid for **twelve (12) months** from the date granted. A **Building Permit must be issued prior to the 12-month variance expiration date**. Zoning Board of Appeals decisions are final, however, may be **appealed to circuit court** on questions of law and fact within **30 days after the ZBA issues its decision in writing**, signed by the chairperson. A request for variance granted by the Harrison Township Zoning Board of Appeals shall remain valid as long as the information and data relating thereto is true and correct and any conditions upon which the granting of variance was based are maintained.



ZBA Case # _____
 Meeting Date: _____
 Residential Fee: \$400.00
 Non-Residential: \$600.00

**CHARTER TOWNSHIP OF HARRISON
 ZONING BOARD OF APPEALS (ZBA) APPLICATION**

Property Information:	
Property Address _____	Sidwell No. _____
Subdivision _____	Lot _____
Property No. _____	Zoning _____

Property Owner **Applicant**

Name _____	Phone _____
Address _____	Zip Code _____
Email _____	
Legal Owner of Property _____ (print owner's name)	Phone _____
Address _____	Zip Code _____

Purpose of Request for Variance:

1. New Construction Addition Attached Garage Detached Garage / Accessory Structure
 Other explain: _____

2. Residential Commercial

Existing Setbacks:

Proposed Setbacks:

Variance Request:

<input type="checkbox"/> Front Yard _____	<input type="checkbox"/> Front Yard _____	<i>Requesting a _____ variance</i>
<input type="checkbox"/> Rear Yard _____	<input type="checkbox"/> Rear Yard _____	<i>Requesting a _____ variance</i>
<input type="checkbox"/> Side Yard _____ (N, S, E, W)	<input type="checkbox"/> Side Yard _____ (N, S, E, W)	<i>Requesting a _____ variance</i>
<input type="checkbox"/> Side Yard _____ (N, S, E, W)	<input type="checkbox"/> Side Yard _____ (N, S, E, W)	<i>Requesting a _____ variance</i>
<input type="checkbox"/> Corner Lot :		
<input type="checkbox"/> Address frontage _____	<input type="checkbox"/> Address frontage _____	<i>Requesting a _____ variance</i>
<input type="checkbox"/> Second frontage _____	<input type="checkbox"/> Second frontage _____	<i>Requesting a _____ variance</i>
<input type="checkbox"/> Maximum Height _____	<input type="checkbox"/> Maximum Height _____	<i>Requesting a _____ variance</i>
<input type="checkbox"/> Lot Coverage _____ %	<input type="checkbox"/> Lot Coverage _____ %	<i>Requesting a _____ % variance</i>
<input type="checkbox"/> Impervious Surface _____ %	<input type="checkbox"/> Impervious Surface _____ %	<i>Requesting a _____ % variance</i>
<input type="checkbox"/> Accessory Structure _____ %	<input type="checkbox"/> Accessory Structure _____ %	<i>Requesting a _____ % variance</i>

ZONING BOARD OF APPEALS (ZBA) APPLICATION

(cont.)

3. FENCING: (Article VI)

- Residential Commercial Section _____
- SideYard _____ Rear Yard _____ Front Yard _____ Corner Lot / Front Yard _____
- Height _____ Type _____

Explain variance (s) request: _____

4. TEMPORARY STRUCTURE OR USE: (Article XI)

- Residential Commercial

Explain variance request: _____

(FOR EXPLANATION AND / OR CALCULATION SEE ORDINANCE)

PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION SUPPORTING THIS REQUEST

PLEASE TAKE NOTICE that a statement of Ownership must be filed with all development and variance applications in Harrison Township. **Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.).** This requirement must be fulfilled in order to promptly process your application.

Also,

PLEASE TAKE NOTICE that a **staked survey must be filed** with all development and variance applications in Harrison Township. This requirement must be fulfilled in order to promptly process your application.

SIGNATURES *(This application must be signed by both the applicant and legal owner of the property)*

(Signature of Applicant) (date)

(Signature of Legal Owner {if not applicant}) (date)

(Print / Type name of Applicant)

(Print / Type name of Legal Owner)

*****Completed 2-page Application Form with original signatures - along with six (6) copies – and seven (7) copies of the completed Existing Information Sheet must be submitted. *****

EXISTING INFORMATION SHEET

(please fill in all known information)

ZONING: _____

LOT FRONTAGE (WIDTH): _____

LOT DEPTH: _____

LOT AREA (acres / sq. ft.): _____

FRONT YARD SETBACK: _____

2nd FRONT YARD SETBACK (if applicable): _____

REAR YARD SETBACK: _____

SIDE YARD SETBACK (N, S, E, W): _____

SIDE YARD SETBACK (N, S, E, W): _____

MAXIMUM HEIGHT (stories / feet): _____

MAXIMUM LOT COVERAGE (percentage): _____

MINIMUM FLOOR AREA (square feet):

1 – Story: First Floor / Total: _____

1 ½ - Story: First Floor / Total: _____

2 – Story: First Floor / Total: _____

MAXIMUM IMPERVIOUS SURFACE (percentage): _____
(house, garage, concrete, sheds, etc.)