

OFFICE OF THE PLANNING DIRECTOR  
Troy Langer

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**SUPERVISOR**  
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**TRUSTEES**  
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Summer L. McMullen  
Denise M. O'Connell  
Joe Petrucci

**PLEASE PRINT**

## ZONING BOARD OF APPEALS APPLICATION

(Please fill out all sections that apply)

<b>Parcel Identification Number:</b>	4708-	<b>Subdivision:</b>		<b>Lot:</b>		
<b>Property Address:</b>					<b>Zoning:</b>	
<b>Business Name:</b>			<b>Personal Property Number:</b>			
<b>Business Address:</b>						
<b>Application Number:</b>	<b>Application Type</b>		<b>Description of Request</b> (attach additional sheets if necessary)	<b>Fee</b>		
	<input type="checkbox"/> <b>Dimensional Variance</b>			<b>\$700</b>		
	<input type="checkbox"/> <b>Appeal</b>			<b>\$700</b>		
<b>Application Request Date:</b>	<input type="checkbox"/> <b>Interpretation</b>			<b>\$700</b>		
			<b>TOTAL</b>	<b>\$</b>		

**APPLICANT INFORMATION** (IF OTHER THAN OWNER) ☐ **CONTRACTOR** ☐ **ARCHITECT/ENGINEER** ☐ **OTHER**

Company Name					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		E-mail Address			

**PROPERTY OWNER INFORMATION** (IF OTHER THAN APPLICANT)

Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		E-mail Address			

**SURVEY INFORMATION** A survey is required for all dimensional variance requests. The ZBA shall have the authority to require a land survey prepared by a registered land surveyor when the ZBA determines it is necessary to insure accuracy of the requested variances.

Survey Firm					
Last Name		First		M.I.	
Street Address					
City		State		Zip	
Phone		E-mail Address			

**ALL APPLICATION CORRESPONDENCE SHOULD BE SENT TO:** ☐ **OWNER** ☐ **APPLICANT** ☐ **BOTH**

## CONSENT

Land Use Permits will not be issued for parcels that do not comply with the requirements of the Hartland Township Zoning Ordinance.

The owner acknowledges that he/she has the sole responsibility of complying with the requirements of any applicable Hartland Township Ordinance notwithstanding the signature or approval of any employee(s) or official(s) of Hartland Township and that Hartland Township is not bound to recognize the approval or other action of any such employee(s) or official(s) that is not in compliance with any applicable Hartland Township Ordinance. Approval of a request to the ZBA does not guarantee that the parcel meets or conforms to all applicable Township Ordinances.

The owner acknowledges that any decision of the ZBA favorable to the applicant shall remain valid only as long as the information and data relation to such decision are found to be correct, and the conditions upon which the decision was based are maintained. The relief granted by the ZBA shall be valid for a period no longer than one (1) year, unless otherwise specified by the ZBA, and within such period of effectiveness, actual, on-site improvement of property in accordance with the approved plan the relief granted, under a valid building permit, must be commenced or the grant of relief shall be deemed void.

The owner further acknowledges that if an application to the ZBA involves a development project that requires a recommendation of site plan approval by the Planning Commission, the applicant shall first apply for site plan approval. The Planning Commission shall review the site plan and shall determine the layout and other features required, before granting a recommendation of approval of the site plan.

The owner authorizes the Township and/or its representatives to do a site inspection.

The applicant and owner acknowledge information on this form may be shared with other agencies.

APPLICANT SIGNATURE:

**PROPERTY OWNER  
SIGNATURE:**

Shaded Areas to be Filled out by Township.

### Zoning Board of Appeals

### Planning

	Yes	No	N/A
Site inspection complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

	Yes	No	N/A
Application is complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice published/mailed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of publication	_____		

Planning: \_\_\_\_\_ Date: \_\_\_\_\_

### Treasurer's Office (Official Use Only)

### Taxes & Water Bills

This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fees as noted.

Account Number: 101-000-622.000 (Application) \_\_\_\_\_

Receipt Number: \_\_\_\_\_

☐ Paid In Full

☐ Not Paid In Full Amount Owed \$ \_\_\_\_\_

Treasurer \_\_\_\_\_ Date: \_\_\_\_\_

## REQUIRED INFORMATION FOR ZONING BOARD OF APPEALS APPLICATION

All required information must be provided. If information is missing or incomplete, the application will be returned to the applicant and will not be processed by the Township. Seven (7) copies of the complete application must be provided. All submittals shall be made in hard copy and in portable document format, "PDF".

<b><u>Required Information for All Applications:</u></b>	<b><u>Provided</u></b>
1. Complete application form.	
2. Proof of fee ownership of all land included within the application.	
<b><u>Required Information for an Appeal:</u></b>	
1. Copies of all papers constituting the record upon which the action was taken.	
2. Letter from the administrative official or entity specifying the explanation of the action.	
<b><u>Required Information for a Dimensional Variance:</u></b>	
1. Plot plan based upon a mortgage or land survey prepared by a registered land surveyor or engineer. At a <b><i>minimum</i></b> , the following information must be provided on the plot plan:	
a. Area of lot or parcel.	
b. Existing lot or parcel lines and dimensions.	
c. Legal description, including bearings of angles correlated with the legal description.	
d. North arrow.	
e. Scale no less than 1" = 50'.	
f. Location and dimensions of all existing and proposed structures and uses on the property and adjacent lots or parcels, including their setback from property lines.	
g. All proposed structures must be staked.	

Checklist completed by: \_\_\_\_\_ Date: \_\_\_\_\_