



White Pigeon Township

16975 US 12 Mailing Address: P.O. Box 340

White Pigeon, MI 49099

APPEAL FOR VARIANCE

White Pigeon Township Zoning Board of Appeals

Appellant(s):

Date: _____

Appellant(s) Name: _____

Mailing Address: _____

Phone #: _____

Property Appealed Tax I.D. # 75-016- _____

Legal Description: _____

Property Address: _____

Appellant(s) Statement of Reasons for the Appeal for Variance: _____

Appellant(s) Signature: _____

State of Michigan – County of: _____

Date: _____ Notary Signature: _____

My Commission Expires: _____

*ALL property owners must sign in front of a Notary. No variance request will be processed until ALL required information has been received.

Zoning Administrator:

Property Zoned: _____ Requirements: Front _____ Rear _____ Side _____

Comments by Zoning Administrator: _____

Zoning Administrator Signature: _____ Date: _____

Zoning Appeals Board:

Hearing Decision of Zoning Board of Appeals: _____

Special Conditions or Restrictions: _____

Chairman Signature: _____ Date: _____

Secretary Signature: _____ At Large: _____

**WHITE PIGEON TOWNSHIP
ZONING BOARD OF APPEALS
APPEAL CRITERIA**

The White Pigeon Township Zoning Board of Appeals requires the following criteria accompany all appeal requests. When **ALL** information supplied meets the Zoning Board of Appeals requirements, the appeal request(s) will be scheduled within 4 to 6 weeks of receipt, whenever possible.

IMPORTANT:

- *IF APPEAL, ALL OR IN PART, IS GRANTED, CONSTRUCTION MUST BE 50% COMPLETE 180 DAYS FROM THE DATE THE APPEAL WAS GRANTED.**
- *NO CONSTRUCTION MAY COMMENCE PRIOR TO OBTAINING ALL PROPER PERMIT(S) FROM ANY AND ALL INSPECTORS.**
- *IF APPEAL IS DENIED, OWNERS MAY NOT REAPPEAL FOR 365 DAYS FROM THE DATE OF THE DENIAL.**
- *FAILURE TO SUBMIT ANY AND ALL INFORMATION WILL RESULT IN SCHEDULING DELAYS**

CRITERIA TO BE SUPPLIED BY APPELLANT:

1. The **\$700.00** non- refundable appeal fee paid to White Pigeon Township and given to the White Pigeon Township Office Coordinator along with the appeal form. Please put property ID# on your check.
2. **Property address** or Lot # (tax number) & Plat name, if no address has been issued.
3. **Completed appeal form**, including a complete list of all owners, trustees etc., and a detailed description of the project. This form must be signed by the property owner(s).
4. **A IMPROVED CERTIFIED SURVEY, WITH SURVEYOR'S SIGNATURE AND SURVEY STAMP, OF THE LOT OR PROPERTY IN QUESTION. ALL EASEMENTS AND RIGHT OF WAYS; distances from property lines to existing structure(s); MUST BE INDICATED.**
5. **Lot Layout or Site Plan.** The existing & proposed structures must be clearly noted & drawn to scale; locations of well head, a/c unit, retaining walls, etc., must be shown; all dimensions & measurements critical to the appeal must be shown. Measurements to be made from the property line (or water's edge where applicable to the point of the structure closest to the property line (gutter, eave lines, any cantilevered construction, etc.
All dimensions and measurements critical to the appeal must be shown on the lot layout.
6. **Property lines MUST** be located and staked or identified. Any proposed construction must be staked or marked on the lot whenever possible.
7. **Blueprints and Architect Exterior Design** – all views
8. **Storm Water Control Plan.** How water run-off will be controlled and channeled away from neighboring properties may be demonstrated on the Lot Layout/Site Plan, or attached as separate statement.

9. **Appellant Statement**, Per Sec. 34-65 of the White Pigeon Twp. Zoning Ordinance
Demonstrating the following:

- 1) Practical Difficulties exist which are peculiar to the land, structures, or building involved and are not applicable to other lands, structures, or buildings in the same district.
- 2) Literal interpretation of the provisions of the ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district.
- 3) The practical difficulties do not result from the actions of the applicant.
- 4) Granting the variance requested will not confer on the applicant any special privilege that is denied to other lands, structures, or buildings in the same district.

10. List of adjacent property owners' names.

TO BE SUPPLIED BY TOWNSHIP OFFICIAL(S):

11. If the lot or property is within the waterfront residential district, the averages as per section 34-284 of paragraph 3A of the White Pigeon Township Zoning Ordinance must be indicated.
12. The type(s) and the numbers of variances required for the appeal. (Listed under the Zoning Officer's comments.)



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The following documents and information are required to be submitted to the Zoning Board of Appeals when a variance is requested:

1. Zoning Board of Appeals Application on approved Township form.
2. A check for the applicable Application fee.
3. If one or more setback variances are requested, an improved survey signed by the surveyor no more than 180 days prior to the filing of the Application that shows all of the following:
 - a. The corners and boundaries of the parcel.
 - b. The location of the shoreline, if applicable.
 - c. Setback lines, existing and proposed, and labelled.
 - d. All existing and proposed buildings or additions with dimensions between both the boundary lines and setback lines and the closest above-ground point of the finished structure (e.g., usually the eaves and rain gutters) and any amenities (existing or proposed) on that side of the structure (e.g., chimney, air conditioning unit, generator, etc.). See Section 34-406 of the White Township Code set forth below.
 - e. The square footage of the parcel.
4. Any additional documents and/or information determined by the Township/ZBA.

*Section 34-406 of the White Pigeon Township Code provides:

Sec. 34-406. Yard encroachments.

The following elements of structures are not considered in determining yard requirements under this chapter: Uncovered and ground level terraces or patios. The following elements of structures are considered in determining yard requirements under this chapter: Cornices, chimneys, gutters, eaves, air conditioning units, and other similar structures.