



**VILLAGE OF BIRCH RUN
ZONING BOARD OF APPEALS (ZBA)**

Application for a Variance, Interpretation, or an Administrative Review

Fee: \$495.00 Non-Refundable

Section I: Applicant Information

Name:

Address: _____

Phone Number: () _____ Home () _____ Work

Section II: Property Owner Information (If not applicant)

Name:

Address: _____

Phone Number: () _____

Section III: Property Information

The property in question is located at _____, Birch Run, Michigan
48415, being legally described as: _____

Section IV: Previous Appeal

A previous appeal has () or has not () been made with respect to this property
and this matter.

If yes, previous case number was _____ dated _____,

(To be completed by the Village Clerk)

Decision on previous appeal: _____

Section V: Reason(s) for Application (Please check)

___ ***A. Variance***

___ **(1)** To grant a non-use (dimensional) variance to such requirements as lot area and width regulations, yard and depth regulations, off-street parking and loading space requirements. Any requirements of the Zoning Ordinance which can be expressed in terms of numbers may be brought before the Zoning Board of Appeals.

___ **(2)** To grant a variance in connection with legal non-conformities pursuant to Article 7.

Specifically state your request under this section (Attach additional documentation deemed pertinent): _____

___ ***B. Administrative Review***

To review, reverse, or modify any order, decision or determination made by the Zoning Administrator. Such a request must be made in writing not more than thirty (30) days after the date of the Zoning Administrator's decision. The request shall be filed with the Zoning Administrator and shall specify grounds for the review.

Specifically state your request under this section. (Attach additional documentation deemed pertinent): _____

___ ***C. Interpretation***

___ **(1)** To determine the precise location of the boundary lines between zoning districts.

____(2) To clarify any activity which is not specifically mentioned in the Uses Table in Article 3 “District Regulations” for any zoning district as a “Use by Right” or a “Use by Special Permit” within at least one (1) zoning district, provided that said classification of similar uses and with the purpose and intent of each zoning district.

____(3) To determine the off-street parking and loading space requirements of any use for which these requirements are not determinable using the information provided for this purpose in Article 8 “Off-Street Parking and Loading Area Requirements”.

____(4) To interpret any portion of the Zoning Ordinance when the Zoning Administrator is unable to clearly determine its intent or effect.

Specifically state your request under this section (Attach additional documentation deemed pertinent): _____

Section VI: Authorization to Access Property

I (we), the legal owners of the property described in Section II above, do hereby grant the members of the Zoning Board of Appeals and the Village employees or their agents or representative permission to access and review the site for the purpose of this appeal.

_____ Signature of Property Owner	_____ Date
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_____ Signature of Property Owner	_____ Date
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Section VII: Execution of Application

I (we), the above named applicant(s), hereby make the aforementioned appeal to the Village of Birch Run Zoning Board of Appeals in accordance with Article 13, Section 13.6 “Appeals. By the “Zoning Board of Appeals” of the Village of Birch Run Zoning Ordinance.

_____ Signature of Applicant	_____ Date
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_____ Signature of Applicant	_____ Date
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Section VIII: Representation at Public Hearing

I (we), the above named applicant(s) can not personally appear before the Zoning Board of Appeals; and such, authorize _____ to be my (our) representation for the aforementioned appeals.

Signature of Applicant Date

Signature of Applicant Date

I have read the above application and understand that once the Zoning Board of Appeals meeting has been scheduled, the administrative fee will not be refunded under any circumstances.

Signature _____ Date _____

For Office Use Only

Date Received: _____

Fee Received: _____ Ck # _____

Case Number: _____

Public notice placed in _____ (Newspaper) on _____.

Posted in Public Locations:

Notice mailed to property owners within 300 ft (Attach list of property owners) on:
_____.

Property is zoned: _____

Action by ZBA: _____

