

Revised 8/30/2022

FOR TOWNSHIP USE:  
Public Notice Published: \_\_\_\_\_  
Public Notice Mailed: \_\_\_\_\_  
Hearing Held: \_\_\_\_\_

Z.B.A. Case No.: \_\_\_\_\_  
Date and Time Received: \_\_\_\_\_  
Date Paid: \_\_\_\_\_

**LEONI TOWNSHIP ZONING BOARD OF APPEALS – VARIANCE APPLICATION**  
**REQUIRED INFORMATION:**

I. Name of Applicant/Owner Requesting Zoning Board of Appeals Review and Opinion.

A. Applicant:

- 1. Name: \_\_\_\_\_
- 2. Mailing Address: \_\_\_\_\_
- 3. Property Address: \_\_\_\_\_
- 4. Phone: \_\_\_\_\_

B. Owner of property if different than above:

- 1. Name: \_\_\_\_\_
- 2. Address: \_\_\_\_\_
- 3. Phone: \_\_\_\_\_

II. Location of Property:

- A. Street name and number if assigned: \_\_\_\_\_  
Zip code: \_\_\_\_\_

B. Property tax identification number and legal description of property involved:

\_\_\_\_\_

C. List deed restriction and easements: \_\_\_\_\_

\_\_\_\_\_

D. With all requests, a plot plan drawn to scale showing lot, location of existing buildings, proposed buildings and any additions to existing buildings, plus distances from property lines.

E. Present zoning of property: \_\_\_\_\_

III. Nature of Request:

	<u>REQUIRED</u>	<u>PROPOSED</u>	<u>VARIANCE</u>
LOT SIZE	_____	_____	_____
AVERAGE LOT WIDTH	_____	_____	_____
FRONT YARD SETBACK	_____	_____	_____
SETBACK FROM LAKE	_____	_____	_____
TOTAL OF BOTH SIDES	_____	_____	_____
PERCENT OF LOT COVERAGE	_____	_____	_____
REAR YARD SETBACK	_____	_____	_____
SIGN SIZE/HEIGHT/NUMBER	_____	_____	_____
SIDE YARD SETBACK	_____	_____	_____

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**ALL FOUR CRITERIA STATED BELOW MUST BE MET IN THE AFFIRMATIVE.**

IV. Four Criteria Required:

A. Strict compliance with the standard would unreasonably prevent the landowner from using the property for a permitted use or would render conformity necessarily burdensome.

\_\_\_\_\_  
\_\_\_\_\_

B. The particular request, or a lesser relaxation of ordinance standard would provide substantial justice to the landowner and neighbors

\_\_\_\_\_  
\_\_\_\_\_

C. The plight is due to unique circumstances of property and is not shared by neighboring properties in the same zone.

\_\_\_\_\_  
\_\_\_\_\_

D. The problem is not self-created.

\_\_\_\_\_  
\_\_\_\_\_

V. Effect of Request on Other Properties:

A. If your request is granted, what effect will it have on the area? Will it hamper access by emergency vehicles or personnel? Will it hamper or restrict light, air or access to adjacent properties; will it in anyway create any problems or concerns to other properties in the area? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT AND CERTIFICATION:** It is hereby acknowledged that the applicant(s) /owner(s) Have fully read and completed the above application and hereby gives consent for his property to be examined for this hearing. It is also understood that in case of cancellation or failure of the owner or his representative to appear at the hearing, I understand that **all fees will be forfeited.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (if different than applicant)

\*\*\*\*\*

ZONING BOARD OF APPEALS: The Board of Appeals having reviewed the submitted data does hereby

( ) APPROVE ( ) DISAPPROVE

the application for the following reasons \_\_\_\_\_

\_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

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TOWNSHIP OF LEONI  
ZONING BOARD OF APPEALS  
VARIANCE APPLICATION

The Zoning board of Appeals (ZBA) is created to render reviews and decisions when an interpretation of the Zoning Ordinance is questioned, when an order or decision of an administrative official or body is questioned, or when a variance from the strict interpretation of the ordinance is sought to avoid a specific hardship. A hardship must involve a unique situation to the property rather than a minor inconvenience. The ZBA must comply with the basic (intent) of the ordinance while maintaining the public health, safety and welfare of the area and the community at large.

To expedite your request, it is required that you submit certain basic information to allow ZBA members the opportunity to properly understand and consider the request.

All variance applications will be considered and will only be approved by the zoning board of appeals if they meet ALL four criteria as set forth in Section 42-63(b)(1) in the township ordinances.

There are 5 (five) regular members on the ZBA. If at the time of the hearing there are only 4 (four) ZBA members present, the possibility of a tie vote exists. You will be given the option at the beginning of the hearing to either continue or reschedule your hearing before the ZBA at a future date if the variance should not be approved and a tie vote occurs.

The fee for a variance is \$450.00. The hearing will be held approximately 4 (four) weeks after the completed application and fee are received. You may acquire your building permit 30 (thirty) days after the variance has been approved.

***PLEASE KEEP THIS LETTER FOR YOUR INFORMATION***