

TOWNSHIP OF LEONI  
ZONING BOARD OF APPEALS  
VARIANCE APPLICATION

The Zoning board of Appeals (ZBA) is created to offer 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 rather than one, which represents a minor inconvenience. The ZBA must comply with does not have the power to rezone or change uses. Any decision of 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.

In order 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.

When providing the required information, you may attach additional or supplemental information if you feel it will be useful.

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. If a tie vote should occur, the variance is **not** approved. However, you will be given the option at the beginning of your hearing of either continuing or bringing your case before the ZBA at a future hearing.

The fee for a variance is \$450.00 (Four hundred, fifty dollars). 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***

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:

LOT SIZE

REQUIRED

PROPOSED

\_\_\_\_\_

AVERAGE LOT WIDTH

\_\_\_\_\_

FRONT YARD SETBACK

\_\_\_\_\_

SETBACK FROM LAKE

\_\_\_\_\_

TOTAL OF BOTH SIDES

\_\_\_\_\_

PERCENT OF LOT COVERAGE

\_\_\_\_\_

REAR YARD SETBACK

\_\_\_\_\_

BUILDING HEIGHT

\_\_\_\_\_

TOTAL FLOOR AREA

\_\_\_\_\_

OFF STREET PARKING

\_\_\_\_\_

SIGN SIZE/HEIGHT/NUMBER

\_\_\_\_\_

SIDE YARD SETBACK

\_\_\_\_\_

IV. Effect of request on Applicant:

A. What specific problem(s) would be created if your request is not granted?

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B. What are the unique conditions which apply to your property or request as opposed to other properties in your area?

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C. What undue hardship would be placed upon the applicant as a direct result of the variance being denied?

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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?

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**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)

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

(    ) APPROVE

(    ) DISAPPROVE

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

\_\_\_\_\_

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