

APPLICATION FOR APPEAL  
**ZONING VARIANCE REQUEST**  
ZONING BOARD OF APPEALS

**(Please print in ink or type answers)**

An **application fee of \$250.00 must** accompany this application. Make checks payable to: Otisco Township. Please give all the requested information, and answer all questions to the best of your ability. Use additional sheets of paper if needed. **An incomplete application will be returned to the appellant and may delay the decision process for 30 days or more.** Return the complete application and fee to the address listed above. **Note: These fees must accompany a completed application (per Resolution # 2013-01)**

Date: \_\_\_\_\_ Fee: **\$250.00** Ck #: \_\_\_\_\_ Cash: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Zone District: \_\_\_\_\_ (obtain from Zoning Administrator)

Legal Description of property: (may be found on the property survey)

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

Current Use of property: \_\_\_\_\_

Specify: residential, commercial, agricultural / farm, industrial, mixed use (specify), etc.

This request is for relief from the Zoning Ordinance, Section(s): \_\_\_\_\_

pertaining to: \_\_\_\_\_

(Ex. required building set-back, lot size, building dimensions, parking, sign dimensions)

**Site Plan.**

On a separate plain sheet of 8.5" x 11' paper, make a drawing of the property including at a minimum: the property dimensions, the "footprint" dimensions of all existing and proposed structures and additions, setback dimensions (in feet) of all existing structures and proposed structures and additions from the lot lines to the structure or addition. If applicable, show the location and dimensions of all on-site parking / loading spaces, sign dimensions, or other information to fully explain the request.

**go to next page**

APPLICATION FOR APPEAL  
ZONING VARIANCE REQUEST

Page 2

**Variance Justification:**

Before the Zoning Board of Appeals can grant a variance, evidence must be presented that shows the property meets all of the Standards for Variances set forth in the Zoning Ordinance, Sections 1.670 - 1.672. Please read the following and answer each question to show that the property meets each standard:

Section 1.671. The zoning requirements cannot be met by an existing lot or the physical topography inhibits the lawful location of a structure or its accessories such as a garage, shed, etc.

1. Can the zoning requirements be met by the existing lot (property)? Yes \_\_\_ No \_\_\_  
If "No", explain why: \_\_\_\_\_  
\_\_\_\_\_

2. Does the physical topography inhibit the lawful location of a structure or its accessories such as a garage, shed, etc.? Yes \_\_\_ No\_\_\_  
If "Yes", explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 1.672. The appellant must show that variance:

A. Will not be contrary to the public interest and it is not for a self-made hardship.

3. Explain why, if granted, the variance will not be contrary to the public interest and is not for a self-made hardship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**go to next page**

APPLICATION FOR APPEAL  
ZONING VARIANCE REQUEST

Page 3.

**Variance Justification** (continued)

B. Will not cause a substantially adverse affect upon adjacent property values.

4. Explain why, if granted, the variance will not cause a substantially adverse affect upon adjacent property values: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Will relate only to the property under control of the appellant.

5. Will the variance, if granted, relate only to the property under control of the appellant?  
Yes \_\_\_ No \_\_\_ Explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Will not jeopardize the preservation of a substantial right, although the spirit of the ordinance shall be observed, public safety secured, and substantial justice be done.

6. Explain why, if granted, the variance will not jeopardize the preservation of a substantial right, while maintaining the spirit of the ordinance, keep public safety secure, and allow substantial justice to be done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Will not adversely affect or diminish the purpose of this ordinance.

7. Explain why, if granted, the variance will not adversely affect or diminish the purpose of this ordinance (see Sections 1.120 - 1.139 attached): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**go to next page**

APPLICATION FOR APPEAL  
ZONING VARIANCE REQUEST

Page 4.

**Variance Justification** (continued)

F. Will not increase the hazard of fire, flood, or similar dangers.

8. Explain why, if granted, the variance will not increase the hazard of fire, flood, or similar dangers: \_\_\_\_\_

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

G. Will not increase traffic congestion.

9. Explain why, if granted, the variance will not increase traffic congestion: \_\_\_\_\_

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

H. Will not produce nuisance conditions to occupants or nearby premises, whether by reason of dust, noise, fumes, odor, vibrations, smoke or lights.

10. Explain why, if granted, the variance will not produce nuisance conditions to occupants or nearby premises, whether by reason of dust, noise, fumes, odor, vibrations, smoke, or lights: \_\_\_\_\_

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

I. Will not otherwise impair public health, safety, comfort, or general welfare of the residents of the township.

11. Explain why, if granted, the variance will not impair public health, safety, comfort, or general welfare of the residents of the township: \_\_\_\_\_

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

**go to next page**



APPLICATION FOR APPEAL  
ZONING VARIANCE REQUEST

Page 6.

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**TOWNSHIP OFFICE USE ONLY**

Notice of Public Hearing published: \_\_\_\_\_

Notice of Public Hearing mailed to area property owners: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Board of Zoning Appeals action notice mailed to appellant: \_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Administrator (or other official)

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