



Monroe Charter Township
Application to the Zoning Board of Appeals
for Variance to Ordinance 52-2010

date stamp

A building or zoning compliance permit or site plan application
must be filed and denied in order to request this variance.
Application Fee Due at Time of Application Submittal: \$375.00

Location of Property for which variance is sought: _____

Property I.D. Number 5812- _____ - _____ - _____

Property Owner's Name: _____ Phone: _____

Address: _____

Applicant's Name: _____ Phone: _____
(If different than property owner)

Address: _____

Please state specifically the variance requested or purpose of the request for the appeals hearing:

Do we have your permission to have the Zoning Board of Appeals members visit the site? YES NO

The undersigned certifies that all information and data furnished for variance request are true and correct, and further acknowledges sole responsibility for error and omissions.

Property Owner's Signature: _____ Printed Name: _____
(must have original signature- no copy or fax)

Date: _____

Applicant's Signature: _____ Printed Name: _____
(If different than property owner (must have original signature- no copy or fax)

Date: _____

OFFICE USE -

Requirements for the above request are found in Zoning Ordinance 52-2010 under:

Article _____ Section _____
Article _____ Section _____
Article _____ Section _____

ZBA Public Hearing Agenda Date - _____ Newspaper Publication Date - _____

**I certify that ZBA notices were sent by first class mail to all surrounding property owners and occupants within 300' of the
subject property on this date, _____, attested by: _____.

Decision of the ZBA: Appeal Approved _____ Date: _____

Appeal Denied _____ Date: _____

Signature of ZBA Chairperson Date

**I certify that a copy of the ZBA's decision has been sent by first class mail to the applicant and/or the property owner on this
date, _____, attested by: _____.

Monroe Charter Township Zoning Board of Appeals Rules of Procedures

As amended the 10th day of October, 2012 at a regular hearing of the Zoning Board of Appeals conducted at the Monroe Charter Township Offices at 4925 East Dunbar Road, Monroe, Michigan 48161.

These rules of procedure are adopted for the purpose of establishing specific procedures and conditions under which the Board shall operate.

Article I, Purpose:

The Chairman's Rules of Procedure shall govern the operation of this Board. In addition to the rules of procedure contained herein. The Board shall operate in accordance with and be subject to all procedures and conditions set forth in the Monroe Charter Township Zoning Ordinance as amended, and as set forth under the laws of the State of Michigan. Appeals shall not be brought to the Z.B.A. without first having a written denial of applicant.

1. Prior to an appeal being considered, a proper application **must be denied** with the section citation being given by the Zoning Enforcement Officer/Building Official and/or hear and decide any matters upon which they are required to pass under this Ordinance.
2. Prior to an appeal being filed. A proper application **must be** submitted, signed by the owner of record, and where applicable a site plan of a size suitable for the reproduction by the Township or if not a minimum of twelve (12) copies of said site plan and/or any other materials as required by the adopted Zoning Ordinance **must be submitted.**
3. Prior to an appeal being considered, the fee as established by the Township Board must be submitted at the time of filing the application.
4. Regular hearing of this Board will be held on the second (2nd) Wednesday of the month at 7:00 p.m. at the Township Hall, 4925 East Dunbar Road, Monroe Charter Township, Monroe County, Michigan. No hearing shall hear more than six (6) appeals, and no hearing shall be held on a legal holiday. An appeal must be submitted a minimum of thirty (30) days prior to the next hearing date. In the event this date falls on a holiday and/or if more than six (6) appeals were applied for in time for this second Wednesday, a hearing will be held on the third (3rd) Wednesday of the month. Any other non-scheduled special hearing shall be held at the pleasure of the Chairman of the Zoning Board of Appeals. The appeal will be listed and heard in the order as received and no specific time shall be allotted to an individual case.
5. The Zoning Board of Appeals expects the applicant to appear at the hearing or be represented. The applicant shall advise if he or she is to be represented by legal counsel a minimum of twenty-one (21) days prior to the scheduled hearing date. When the applicant indicates legal representation, the Township Attorney will be in attendance at said hearing.

6. At the first regular hearing in January, the members shall elect a Chairman, Vice-Chairman and Secretary to serve for a twelve (12) month period and also update the Rules of Procedure if necessary.
7. Any motion made by the Board granting a permit extension or permission for land use for a limited time shall have an effective date of commencement on the day following the hearing when action was taken, unless otherwise stated. Any order of the Zoning Board of Appeals granting a permit or use of a building or premises shall not be valid for a period longer than one (1) year unless the permit is secured or the use established within one (1) year period.
8. Any applicant requesting Zoning Board of Appeals approval shall receive a copy of the Rules of Procedure, and sign an acknowledgement for the file.
9. At the beginning of the hearing, the Chairman shall introduce the members of the Board, Zoning Enforcement Officer/Building Official, and Recording Secretary to the audience. The Secretary will then be asked to read the notice of the hearing. The public hearing on any case brought before the Board will proceed in the order as published and read by the Secretary. The Zoning Enforcement Officer/Building Official shall be asked for his or her comments and then the applicant will be given the opportunity to state all matters he or she feels are pertinent to the case. Also, the Zoning Enforcement Officer/Building Official can make additional statements to defend any action on his or her part. Further, any other persons present may request to be heard with respect to the case being heard. Any person wishing to be heard must state his or her full name and address. After all persons have been heard from, with respect to the case, the public hearing will be closed. The discussion and decision period is an open hearing, but no persons, other than Board members will be allowed to enter the discussion. Any motion shall include the reason for same. The Chairman shall sign the application indicating approval or denial and the date. After Board actions, the Building Department will send a letter the following day indicating action taken by the Board.
10. The Chairman shall have the power to limit the time period for discussion on any particular case. Any such limitation of time must be reasonable.

Any applicant failing to comply with appeal procedures, provisions as provided for in the adopted Zoning Ordinance, and the laws of the State of Michigan **will not be placed on the agenda.**


Chairman 10-10-12
Date

Acknowledged By Applicant Date