

**NOTTAWA TOWNSHIP
BOARD OF APPEALS
APPLICATION**

DATE _____

Name of Applicant _____

Please mark Owner Tenant Other

Address _____ Home Office

Telephone Number _____ Home Office

Description of Property

Address _____

Legal Description Lot No. _____ Subdivision _____

Assessing Code No. (if unplatted) _____

Zoning District _____

Nature of Request

- Review an order, requirement, decision or determination of a Township Official charged with interpreting or enforcing provisions of Zoning Ordinance # _____
- Request for Interpretation of provision (s) of Zoning Ordinance # _____
- Request for a variance(s)

Details of Request

Zoning Ordinance Section: _____

Supporting Materials: Site Plan other

Applicants Signature _____ Date _____

Notifications of Property Owners _____ Date _____

Publication in Newspaper _____ Date _____

Fee Amount- \$575

Fee Received _____ Receipt No _____

Action Taken by the Board of Appeals _____ Date _____

Conditions _____

Procedure for Review of a Board of Appeals Application

- 1. Contact the Zoning Officer to discuss feasibility of the request and any perceived problems and then contact the Township Clerk to receive forms.**

- 2. Submit application to Township Clerk, who in turn forwards it to the Nottawa Township Board of Appeals. The following shall be included.**
 - A. Application form and fee.**
 - B. Site plan, preliminary plans of any proposed development.**
 - C. Written statements of supporting evidence.**

- 3. Board of Appeals members receive request so that a Public Hearing can be arranged.**

- 4. Township Clerk places advertisement of proposal and hearing date in the newspaper at least 3 days prior to the hearing.**

- 5. Board of Appeals holds a public hearing on the request. Applicant should be present to discuss the proposal and answer questions.**

- 6. Following the hearing at the same meeting or later, The Board of Appeals takes action on the Application. Their decision will either be for approval or denial.**

- 7. The application, minutes of the meeting and other pertinent information is forwarded to the Township Board. The applicant is informed in writing by the Clerk of the Boards action.**

- 8. Non-refundable fee: \$575**