

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**