



15185 Algoma Ave  
CEDAR SPRINGS, MI 49319  
Phone 616-696-1718 Fax 616-696-3970

**APPLICATION FOR VARIANCE**

**Chapter 17 of the Solon Township Zoning Ordinance describes the Variance procedure and the duties of the Zoning Board of Appeals (Attached).**

**Solon Township Zoning Board of Appeals meets the 3<sup>rd</sup> Wednesday of the month.**

**COMPLETE APPLICATIONS MUST BE SUBMITTED 45 DAYS PRIOR TO THE ZONING BOARD OF APPEALS SCHEDULED MEETING DATE.  
A COMPLETE APPLICATION MUST INCLUDE DOCUMENTATION ALREADY EVALUATED BY THE ZONING ADMINISTRATOR PRIOR TO THE 45 DAY DEADLINE START AND DEEMED ACCEPTABLE FOR SUBMISSION TO THE BOARD.**

**TYPE OF VARIANCE:**      **DIMENSIONAL** (*Sec. 17.06*) \_\_\_\_\_      **USE** (*Sec. 17.07*) \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Site Address of Review Property: \_\_\_\_\_

Parcel Number of Review Property: 41-02-\_\_\_\_ - \_\_\_\_ - \_\_\_\_

—

*Attach Legal Description of Review Property*

Zone District of Review Property: \_\_\_\_\_

The applicant respectfully requests that an adjustment of the terms of the Zoning Ordinance be made in the case of their property because the following peculiar or unusual conditions are present which justify variance.

1. Variance Requested: (Use or Non-Use explanation) \_\_\_\_\_

2. Intended property modification: \_\_\_\_\_

3. Intended use: \_\_\_\_\_

This variance is requested because of the following reasons:

a. Unusual topography-shape of land (explain) \_\_\_\_\_

b. Other (explain): \_\_\_\_\_

**ALL COMPLETED APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING:**

- ✓ ALL APPLICATION FEES APPLICABLE TO THIS PROJECT
- ✓ ALL ESCROW FEES APPLICABLE TO THIS PROJECT
- ✓ 8 COPIES + 1 DIGITAL COPY OF DETAILED DRAWING OF PLOT SHOWING ALL SETBACKS AND OTHER PERTINENT INFORMATION
- ✓ 8 COPIES OF WRITTEN NARRATIVE ANSWERING ALL CONDITIONS OF THE VARIANCE REQUESTED
- ✓ APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT THE MEETING

WITHDRAWAL OF THIS PROJECT WILL NOT RESULT IN ANY REFUND OF THE APPLICATION FEE.

**ESCROW POLICY ACKNOWLEDGMENT**

*I have read, and agree to abide by, the Solon Township policy concerning escrow fees.*

PERSON/COMPANY RESPONSIBLE FOR ACCOUNT (statement/billing purposes).

Name (please print): \_\_\_\_\_

Mailing Address/PO Box: \_\_\_\_\_

\_\_\_\_\_ City State Zip

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**APPLICATION/ESCROW FEE SCHEDULE  
REQUIRED AT THE TIME OF APPLICATION**

DESCRIPTION	FEE
VARIANCE APPLICATION FEE	\$ 850.00
- ZONING ADMIN CONSULTATION	\$ 150.00 - \$ 1,000.00 (TBD)
- ESCROW REQUIRED	\$ 2,000.00 - \$ 3,000.00 (TBD)

***THESE ARE MINIMUM DEPOSITS ONLY.***

*A Credit balance after expenses have been paid will be refunded to the applicant.*

*A Debit balance must be paid before the project can continue.*

***Fees must be submitted on separate checks.***

ALL ESCROW CHARGES MUST BE CURRENT OR NO ACTION WILL BE TAKEN.  
NO BUILDING PERMITS WILL BE ISSUED IF A BALANCE IS OWING.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Township Representative: \_\_\_\_\_ Date Received \_\_\_\_\_

Application Fee(s): \$ \_\_\_\_\_ Escrow Fee(s): \$ \_\_\_\_\_

Date of Zoning Board of Appeals Meeting: \_\_\_\_\_

***\*\*Applicant receives a copy of this application, Original stays with Solon Township.***

## ***SOLON TOWNSHIP - ZONING ORDINANCE***

### **SECTION 17.04 - JURISDICTION**

- A. The Board of Appeals shall act upon all questions arising in the administration of the Zoning Ordinance, including interpretation of the Zoning Map and the text of the Zoning Ordinance.
- B. The Board of Appeals shall hear and decide all appeals from any order, decision or determination made by the Zoning Administrator or other person authorized to enforce the provisions of this Ordinance.
- C. The Board of Appeals shall hear and decide all matters assigned to it for decision under the terms of this Ordinance.
- D. The Board of Appeals shall have no jurisdiction or authority over or with regard to the following:
  - 1. Any aspect or part of an application for approval of a special land use or planned unit development.
  - 2. An appeal from any aspect or part of a determination or decision made with regard to a special land use or planned unit development.
- E. An appeal to the Board of Appeals stays all proceedings in furtherance of the action appealed from; provided, however, that if the body or officer from whom the appeal is taken certifies to the Board of Appeals, after the notice of appeal is filed, that by reason of facts stated in such certification, a stay would in the opinion of the body or officer cause imminent peril to life or property, then such proceedings may be stayed only by a restraining order issued by the Board of Appeals or the circuit court.