



GRAYLING CHARTER TOWNSHIP

2090 VIKING WAY PO. BOX 521

GRAYLING, MI 49738

(989)348-4361 FAX (989)348-6713

info@twp.grayling.mi.us

www.twp.grayling.mi.us

Dear Planning Commission Applicant,

The Grayling Charter Township Zoning Ordinance is a document adopted at the request of the township citizens to control growth and avoid chaos between neighbors in industrial, commercial and residential areas. Each of the zoning provisions is in place for a reason.

In filing this application, you will be asking the Grayling Charter Township Planning Commission to allow you to break the rules of the people to meet your individual needs because of your individual extenuating circumstances. Please understand, it is the board's job to follow the dictates of the current zoning ordinance. If you can't convince the board members of your need, your case will probably be denied. You can best prepare the board for a "yes" vote through careful and concise preparation and by providing them with the exact information they have requested on the Planning Commission application. Here are some suggestions which will help you prepare:

1. Fill out all the required information on the application.
2. Make sure your written request is easily understandable.
3. Develop your site plan as professionally as possible. All information on your site plan must be accurate.
4. Pay your board fee when you submit your application.
5. File your application with me on time (by the 20th of the previous month in which you want your case heard).
6. Give good directions to your property and post your property so the board members can find it.
7. If you have questions, call me and I can help with anything.
8. Make sure you or your representative attend the meeting to answer questions.

If your application, especially your site plan, is incomplete I cannot send it on to the Planning Commission, or schedule your case for a hearing. The Grayling Township Planning Commission reserves the right to table or deny any request that is illegible, inaccurate or incomplete. Don't be too busy to do a job, because you probably won't like the results. Good luck on your request, and thank you for allowing Grayling Charter Township to serve your needs. If you have any questions, please don't hesitate to contact me at your convenience.

Sincerely,

Supervisor / Zoning Administrator

APPLICATION

Grayling Charter Township Planning Commission
P.O. Box 521
2090 Viking Way
Grayling, MI 49738
Tel:(989) 348-4361 Fax: (989) 348-6713
Zoning Administrator

SECTION I (To be filled out by the zoning administrator)

Today's Date _____

Case# _____

Special Use Permit _____ Zoning Amendment _____

Re-zoning _____ Site Plan Review _____

Special Determination (split) _____

Date all material must be returned by _____

For the meeting scheduled on _____

The property is currently zoned _____

Property Tax ID# 040-_____-_____-_____-_____

Non-conformances of property, if any _____

Zoning Administrator

Date

SECTION II (To be filled out by applicant)

Date of application _____

Applicant information (may be owner or, with owner's written permission, a representative. If representative, please include owner's statement of authorization):

Name of Applicant _____

Address of Applicant _____

City/State/Zip _____

Phone # or email _____

Name of property owner _____
(if different than applicant)

Address of property where
Variance is requested _____

City/State/Zip Grayling, MI 49738 _____

Parcel Size: Acres _____ or Lot Size _____

If the full membership (5) of the Planning Commission is not present when your case is scheduled to be heard, do you wish to table the case until a full board is present?

Yes _____ No _____

I /WE, the current property owner(s) do hereby petition the Grayling Township Planning Commission with this request to grant a:

Please explain your request in detail, below.

Note: The zoning administrator may rewrite this section for better understanding during publication and notification.

I hereby make application for the above request, and grant permission for members of the Grayling Township Planning Commission to make on-site inspections of my property during daylight hour only. Permission terminates when request is approved or denied.

I also understand that the determination of my case depends heavily on the accuracy and information in the site plan (if applicable) I have attached to this application, and I swear that my site plans meets all the requirements noted in Section IV below.

Applicants Signature

Section III-(Directions to property to be completed by applicant)

Please attach detailed instructions on how to find your property beginning at Grayling Township. Please note all road names, distances, and directions accurately.

SECTION IV- (site plan instructions to be completed by applicant)

Using the enclosed graph paper, please draw an accurate representation of your property, the current buildings, and the proposed construction on it. Please follow these rules:

Note: Drawings of buildings and all measurements should be made to the drip line.
If your property is gated please make sure it will be accessible to our board members for a site visit.

1. Site plan must be drawn to a reasonable scale (example 1 inch=10feet, or 1 square on graph paper = 4 feet, etc.)
2. Site plan must be accurate and legible.
3. Site plan must show entire property and all dimensions.
4. Site plan must show all building dimensions.
5. Site plan must show distances from buildings and proposed construction to lot lines (measure riverbank heights carefully and accurately).
6. Site plan must show all easements, driveways, shorelines, rights-of-way, etc.
7. Site plan must show well, septic and drain field locations.
8. Site plan must show a north point.
9. Site plan must include rear, side, and front drawings of proposed construction, including doors, windows, chimneys, height and all other unique features.
10. If project is commercial or industrial, sealed architectural prints of entire site plan are required.

SECTION V – (notes and instructions for applicant)

1. Please attach proof of ownership such as deed, tax bill, etc.
2. If purchase of property depends on variance, attach purchase agreement.
3. Prior to your hearing, you will receive a packet of information from Grayling Charter Township containing all the information which the members of the zoning board will have in making their determination. If there is subsequent information which you would like to provide to the board members, bring five copies of it to the hearing.
4. At least one week prior to your hearing date, you will be provided with a weatherproof card identifying your property and case. Post it at the entry point to your property so it is visible to vehicular traffic.
5. At least one week prior to your hearing date, accurately stake out the corners of your proposed construction and place a stake on the property line(s), at the closest point of construction, where a variance has been requested.
6. Planning Commission meetings are held at 7p.m. on the last Wednesday of each month, in the township boardroom. Special meeting may be requested by the applicant, but the applicant must pay all associated costs in advance. Publication and notification deadlines still apply to special meetings.

SECTION VI-(for administrative use only)

Date fee paid _____ Fee Amount \$ _____

- _____ Site plan approval (initials of ZA)
- _____ Directions to subject property
- _____ Proof of ownership
- _____ Authorization from owner for representation by someone other than the owner
- _____ Purchase agreement
- _____ Copies of pertinent sections of ordinance included
- _____ Publication notice attached
- _____ List of property owners within 300-feet attached
- _____ Notification of MDNE (when zoning is NRD)
- _____ Weather card included
- _____ Is property in flood plain
- _____ Need letter of determination
- _____ Total case work included in PC history files

