



# GRAYLING CHARTER TOWNSHIP

2090 VIKING WAY PO.BOX 521

GRAYLING, MI 49738

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

[info@twp.grayling.mi.us](mailto:info@twp.grayling.mi.us)

[www.twp.grayling.mi.us](http://www.twp.grayling.mi.us)

Dear ZBA Applicant,

The Grayling 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 Township Zoning Board of Appeals 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 ZBA 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 20<sup>th</sup> 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 ZBA, or schedule your case for a hearing. The Grayling Township Zoning Board of Appeals reserves the right to table or deny any request that is illegible, inaccurate or incomplete. Don't be too busy to do a good job, because you probably won't like the results. Good luck on your request, and thank you for allowing Grayling 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 FOR ZONING VARIANCE

Grayling Township Zoning Board of Appeals

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# \_\_\_\_\_

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 Zoning Board of Appeals 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 Zoning Board of Appeals with this request to grant a variance from the established requirements within the Grayling Township Zoning Ordinance (please explain).

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

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

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

Applicants Signature

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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:

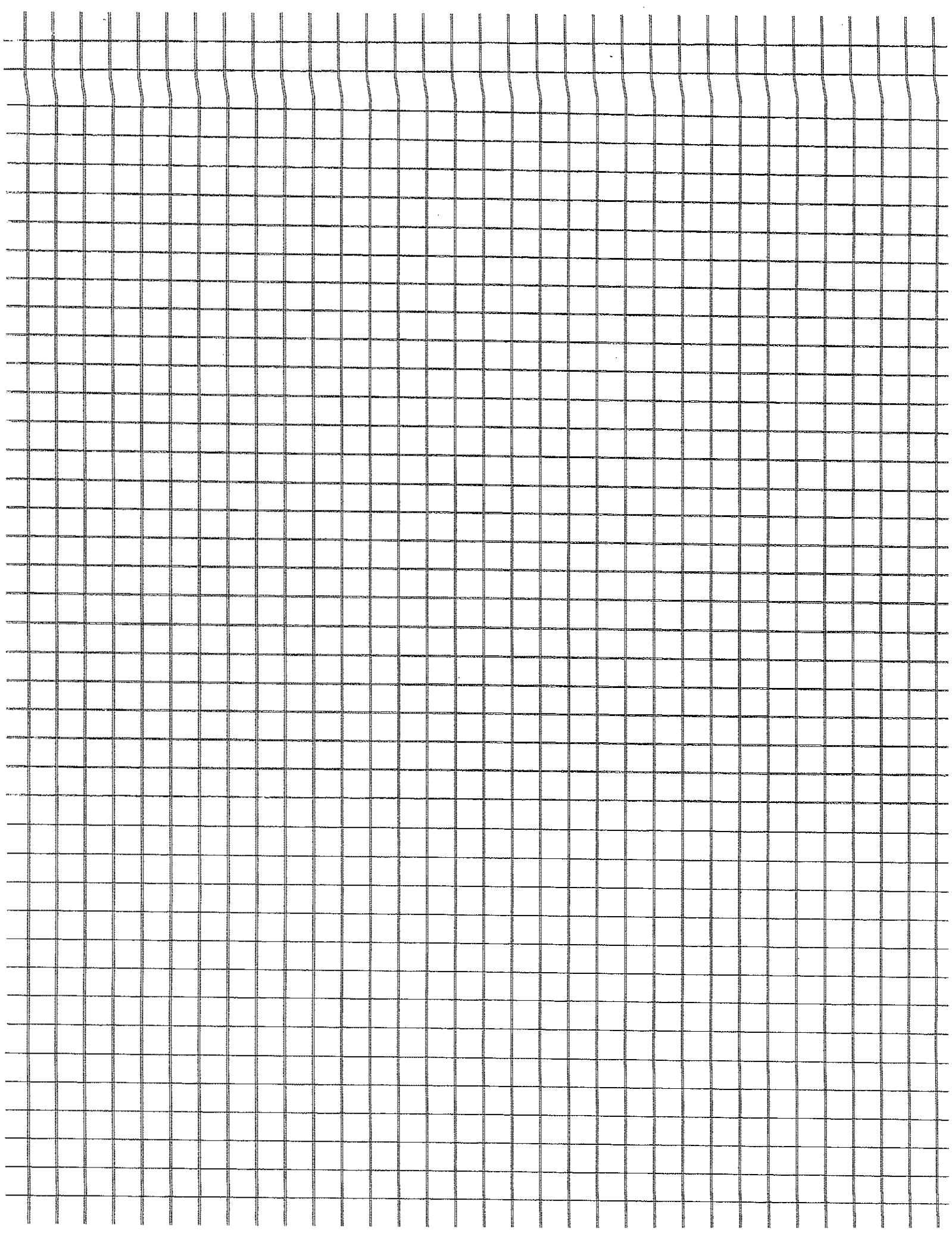
Note: Drawings of buildings should be made to the dripline. If you are granted a variance, it will be to the dripline. If you plan an overhang greater than 24 inches, you must request it as part of your variance request.

If your property is gated please make sure it is 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 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. Zoning board meetings are held at 7p.m. on the third Monday 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
- \_\_\_\_\_ Total casework included in ZBA history files
- \_\_\_\_\_ Is property in flood plain
- \_\_\_\_\_ Need letter of determination