

**VARIANCE CHECKLIST**  
Zoning Board of Appeals (ZBA)

To: Applicants for Variances  
From: South Branch Township Zoning Administrator  
Subject: Items required for Application: (attach to ZBA Application)

When a property owner in South Branch Township wishes to apply for a variance to the South Branch Zoning Ordinance, the following items must be submitted. Attach this completed checklist and related documentation to the ZBA Variance Application.

- A meeting with the Zoning Administrator to review the request and discuss the procedures and requirements is strongly encouraged.
- When determination that the Variance is necessary, the following completed items must be submitted to the Zoning Office, not less than thirty-one (31) days prior to the date of the hearing.
- Pay Application Fee \$300. Make check payable to South Branch Township
- Attach a statement of justification. It should detail your reasoning why a variance should be granted to your property. The statement must specifically address how this variance request relates to the guidelines in the South Branch Township Zoning Ordinance. See the exact requirements in section 9.07 below.

**Section 9.07 Variances** (South Branch Township Zoning Ordinance):

The ZBA may grant dimensional variances when the applicant demonstrates in the official record of the hearing that the strict enforcement of this Ordinance would result in practical difficulty. To establish practical difficulty, **the applicant must establish all of the following:**

1. The need for the requested variance is due to unique circumstance or physical conditions of the property involved that do not apply generally to the other properties in the surrounding area, such as narrowness, shallowness, shape, water, or topography and is not due to the applicant's personal or economic hardship.
2. The need for the requested variance is not the result of action of the property owner or previous property owner (self created).
3. That strict compliance with regulations governing area, setback, frontage, height, bulk, density, or other dimensional requirements will unreasonably prevent the property owner from using the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome.
4. Whether granting the requested variance would do substantial justice to the applicant as well as to other property owners in the district, or whether granting a lesser variance than requested would give substantial relief to the property owner and be more consistent with justice with other property owners.
5. That the requested variance will not cause an adverse impact on surrounding property values, or the use and enjoyment of property in the neighborhood, or Zoning District.

- Attach a Site Plan or Plot Plan, drawn to scale, to the application. Your site plan should show the property boundaries, existing and proposed structure(s), adjacent roads, well & septic locations, and any other pertinent information which would help outline your proposed use. Please include on the site plan, dimensions of all existing and proposed structures and all distances between structures, as well as distances between property boundaries and all structures. The Zoning Administrator or ZBA reserves the right to ask for an engineered site plan, if they deem it necessary for evaluation of the proposed variance request.
- Attach Directions to your property from Roscommon or Grayling. How to gain access to the property (especially if property sits far back off main road.)
- Attach a copy of the property deed verifying current ownership.
- Attach any other information you deem necessary to show cause why the variance should be granted.

If you have any questions about how to complete this application or need additional information, please contact the South Branch Township Zoning Administrator. Office hours are M – F, 9:00 a.m. to 12:00 noon. Email at [zoningadmin@southbranchtownship.com](mailto:zoningadmin@southbranchtownship.com) or call (989) 275-8232



Zoning Admin Use Only	
Rcpt#	_____
SI Date	_____
C. CCBD	_____
C. SBT-A	_____
ZP#	_____

**South Branch Township  
Zoning Board of Appeals (ZBA) Application**

*Appeals to the ZBA must be filed within 30 days of the decision, by the Zoning Admin, from whom the appellant seeks relief.*

**Petitioner Information:** include name, address, and telephone number(s)

**Property Owner Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_  
 Phone Numbers: Home: \_\_\_\_\_, Work: \_\_\_\_\_, Cell: \_\_\_\_\_

**Property Information:**

Property Address: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
 Record Title stands in the name of: \_\_\_\_\_  
 Parcel ID#: \_\_\_\_\_ Acreage \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ Sec \_\_\_\_\_  
 Zoning District: \_\_\_\_\_ Stream Corridor Overlay District?  Yes  No

**Applicant Information:** (if different from property owner/i.e. Attorney for parcel owner or Agent acting on owner's behalf)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_  
 Phone Numbers: Home: \_\_\_\_\_, Work: \_\_\_\_\_, Cell: \_\_\_\_\_

**Attach to application:**

Map or  Plot (check one)  
 Proof of Ownership (list type attached) \_\_\_\_\_  
 Property deed recorded in: \_\_\_\_\_

**Reason for appeal:**

- I or we are aggrieved by the decision of the Zoning Administrator.
- Determination of Zoning District boundaries.
- Interpretation of the provisions of South Branch Township Zoning Ordinance.

**Variance being applied for:**

- Dimensional variance
- Unique circumstances or physical condition of property(s). (Not due to applicant's personal or economic hardship).
- Strict compliance with regulations will unreasonably prevent the property owner from using property for permitted purpose, or will render conformity with regulations unnecessarily burdensome.

*As the burden of proof for granting a variance rests upon the applicant, please answer the following questions. Please note: if the applicant cannot provide sufficient proof that all of the following conditions can be met, there is a strong possibility the variance request may be denied.*

1. Is the need for the requested variance due to unique circumstances or physical conditions of the property involved that do not apply generally to other properties in the surrounding area, such as narrowness, shallowness, shape, water, or topography and is not due to the applicant's personal or economic hardship?

Yes  No Explain if needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Is the need for the requested variance the result of action of the property owner or previous property owners (self-created)?

Yes  No Explain if needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Would strict compliance with regulations governing area, setback, frontage, height, bulk, density or other dimensional requirements unreasonably prevent the property owner from using the property for a permitted purpose, or will render conformity with those regulations unnecessarily burdensome?

Yes  No Explain if needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is the requested variance the smallest variance needed to grant the applicant substantial relief from the dimensional regulation of the zoning ordinance from which the variance is being requested?

Yes  No Explain if needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will the requested variance cause an unreasonable and/or increased adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or Zoning District?

Yes  No Explain if needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*\*Please attached additional pages if more space is required for explanations to any of the 5 questions above.*

**I have submitted seven (7) copies of the following (check all that apply)**

- Application  Checklist  Plot/Site Plans  List of Abutters  Color Rendering of Sign

I hereby request a hearing before the Zoning Board of Appeals and give ZBA members permission to enter my property for matters pertaining directly to this hearing:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only:

Fee Paid: \$ \_\_\_\_\_, Date Paid: \_\_\_\_\_, Case Number: \_\_\_\_\_

ZBA hearing date: \_\_\_\_\_

Approved  Denied (check one) Decision date: \_\_\_\_\_, Date entered BS&A: \_\_\_\_\_