



**VILLAGE OF SCHOOLCRAFT, MICHIGAN  
APPLICATION FOR VARIANCE FROM VILLAGE ZONING ORDINANCE**

1. Legal description of property (Plat & Lot or Metes and Bounds Description)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Zoning classification: \_\_\_\_\_
3. Applicant's interest in the property (title holder, owner, land contract, purchaser, tenant, lessee, etc.) \_\_\_\_\_
4. If applicant's interest is other than title holder, does the title holder know of this application and consent to its submittal? \_\_\_\_\_ YES \_\_\_\_\_ NO.
5. Indicate any restrictions which encumber the property (plat restrictions, etc). If none, state none: \_\_\_\_\_
6. State present use of property: \_\_\_\_\_
7. Provide lot diagram/site plan including the following information:  
Size and location of subject property (acreage, dimensions, street number or nearest landmarks, etc).and present the proposed improvements on the property (buildings or other structures, etc.).
8. Describe the physical nature of the variance:  
\_\_\_\_\_  
\_\_\_\_\_
9. Describe any physical hardship associated with this request:  
\_\_\_\_\_  
\_\_\_\_\_
10. It is hereby requested that the foregoing described variance(s) be granted from \_\_\_\_\_ to \_\_\_\_\_ (insert date.)

NAME OF APPLICANT (Printed or typed) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_  
SIGNATURE OF APPLICANT/AGENT: \_\_\_\_\_

FOR OFFICIAL USE ONLY:

DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_ FEE PAID: \_\_\_\_\_  
APPROVED/REJECTED \_\_\_\_\_ DATE: \_\_\_\_\_  
CONDITIONS: \_\_\_\_\_  
REASONS: \_\_\_\_\_

**The Village reserves the right to charge and the applicant shall pay any additional costs of processing the request estimated to be incurred by the Village over and above the normal costs of processing (publication, notice, compensation of Board members and administrative review), which the Village may, at the sole discretion of the Village Manager or the Village Manager’s designee, require to be paid as a condition of processing the request. The Village also reserves the right to require any additional costs actually incurred over and above the normal costs of processing and any estimated amounts paid to be paid before any permit or approval becomes effective.**

**The amount indicated for each item is an application fee deposit that will be applied to the “actual costs” when they are determined. The applicant will either receive a bill for a refund along with a listing of expenses incurred at the completion of board review.**

SIGNATURE OF APPLICANT/AGENT \_\_\_\_\_

DATE \_\_\_\_\_

## LOT DIAGRAM

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

1. Draw lot lines (show dimensions in feet)
2. Label Street
3. Draw existing structures
4. Draw proposed construction
5. Show dimensions of all buildings
6. Show distance from all sides of buildings to property lines in feet.
7. Draw lakes, streams and wetland on your property
8. Contractor/owner will stake 2 adjacent lot lines for the first inspection.