

**LEXINGTON TOWNSHIP
ZONING BOARD OF APPEAL
APPLICATION FOR VARIANCE**

OWNER NAME: _____ **APPLICANT NAME:** _____

ADDRESS: _____ **ADDRESS:** _____

CITY, STATE, ZIP: _____ **CITY, STATE, ZIP:** _____

(If Applicant is not the registered owner, attach authorization, purchase agreement, etc.)

LOCATION OF PROPERTY: _____

TAX I.D. NUMBER: _____

LEGAL DESCRIPTION: _____

***ATTACH DIAGRAM OF REALTY, BUILDING, ROADS, DRIVEWAYS, ETC. PLEASE INCLUDE THE SIZE OF THE PROPERTY, AND THE DISTANCE FROM ANY/ALL STRUCTURES TO THE PROPERTY LINE**

REASON FOR OWNER/APPLICANT'S REQUEST: _____

SIGNATURE OF OWNER/APPLICANT: _____ **DATE:** _____

***ENCLOSE FEE AND SEND TO THE TOWNSHIP CLERK**

****Your signature on this form will serve as authorization for members of the Zoning Board to conduct an on-site inspection of your property for verification of this application.**

(Do not write below this line)

DATE APPLICATION RECEIVED: _____

DATE FEE RECEIVED: _____

DATE SET FOR HEARING: _____

PUBLISHED IN THE _____ **ON** _____

COPIES TO:	_____	BOARD OF APPEALS	ON	_____
	_____	TOWNSHIP BOARD	ON	_____
	_____	TOWNSHIP CLERK	ON	_____
	_____	TOWNSHIP ASSESSOR	ON	_____

**APPLICATION SPECIFICATIONS AND PROCEDURES
FOR
VARIANCE REQUEST**

THE CRITICAL POINTS OF A VARIANCE ARE UNDUE HARDSHIP AND /OR UNIQUE CIRCUMSTANCES APPLIED TO THE PROPERTY. A VARIANCE IS NOT WARRANTED UNLESS THESE ELEMENTS ARE PRESENT IN THE CASE. ONLY THE BOARD OF APPEALS MAY AUTHORIZE A VARIANCE. THE DECISION OF THE BOARD SHALL BE FINAL.

The Board of Appeals is responsible for determination of variances as outlined in the Lexington Township Ordinance.

The application for a Variance is included in this packet. The application must be filled out in its entirety, and be accompanied with a check for \$300.00 made payable to Lexington Township. In addition to the completed application and check, the following documents are required:

- A statement that the applicant is the owner of the property, or is acting on the owner's behalf with written authorization.
- A site plan of the property showing the existing and the proposed location of all buildings on the property. (Site plan requirements and graph paper included)
- The design and use of the existing and proposed buildings/structures.
- A written statement that specifies the "undue hardship" or "unique circumstances" that is the basis of the request.

After the Variance request and fee are received in the Lexington Township Office, the following is an outline of the procedure:

Notification: A written notification of the property owner's request for a variance will be mailed to all property owners within a 300 foot radius of the applicant's property.

Posting: The property will be posted with a sign, which will identify it as being the parcel that is request the Variance. The posting of the property will occur no less than 15 days prior to the Hearing.

Advertisement: Not more than 15 days, or less than 5 days the Variance request will be published in the local newspaper. The advertisement shall contain the address, reason(s) for the request, the date, time, and address of the Hearing.

Hearing: The Zoning Board of Appeals will preside over the Hearing. At the time of the Hearing, any and all comments shall be taken and recorded for the record. Written statements will be read into the record. After taking all verbal and written comments, the ZBA may decide the request at the time of the Hearing. However, the ZBA may take up to one (1) week to render their decision.

Decision: The Zoning Board of Appeals may approve, approve with conditions, or deny the request for Variance under Section 19.5.0.

Denial: If the application for Variance is denied, there is a process for Appeal. The appeal must be submitted in writing to the Township Clerk within twenty-one (21) days after the Hearing.

If you have any questions regarding this process, please phone the Township Office at (810) 359-5500 or stop in, we will be more than happy to assist you.

**LEXINGTON TOWNSHIP
PERFORMANCE STANDARDS**

All applications for land use permits for structures and uses located in industrial districts. All applications for all SPECIAL LAND USE Permits, RE-ZONING and VARIANCE applications shall be accompanied by a statement or assessment describing the environmental impact of the project and any/all actions that will be taken to avoid adverse environmental effects.

Please address the following:

SMOKE: _____

DUST, DIRT, AND FLYASH: _____

ODOR: _____

GLARE & HEAT: _____

NOISE: _____

VIBRATION: _____

EROSION: _____

TRAFFIC: _____

WATER SUPPLY / CONSUMPTION – WASTEWATER POLLUTION: _____

SIGNATURE OF OWNER/APPLICANT: _____

DATE: _____

LEXINGTON TOWNSHIP SITE PLAN REQUIREMENTS

Each Site Plan must include:

- A complete drawing of the footprint of all existing structures and features, including their dimensions (width, length & height) and positioning on the property from all lot lines. (front, side & rear)

The sketch should also include the location of any/all fences, sheds, garages, pole barns, decks, pools, ponds, and the location of the driveway (width and length).

- The well and the septic field should be defined on the site plan and a copy of the County permits should be attached.
- Any other permits, including soil erosion, DNR, and DEQ (where applicable) must be attached to the Land Use Permit.
- Easements should be clearly defined on the site plan.
- All measurements should be taken from existing survey monuments. Measurements regarding the front of the property should be taken from the center of the road.
- If available, a current survey attached to the Land Use Application would expedite application process.

Please Include: Total parcel size either in feet or acreage.
Property I.D. Number – Tax I.D.

- Each site plan must be completed on graft paper and drawn to scale.
- The site plan must accompany the completed Land Use Application.

The Zoning Administrator may visit the site to verify the information included on the Land Use Application and the site plan. The site visit would be conducted during normal Township business hours.