

# JAMESTOWN CHARTER TOWNSHIP

Ottawa County

2380 – Riley Street, Hudsonville, Michigan 49426

---

## VARIANCE REQUEST

---

For an application to be considered complete, all requested information must be provided. If an item is not applicable to your application, please mark that item N/A for “not applicable” and provide an explanation why it is not applicable.

- **Review Body:** Zoning Board of Appeals
- **Meeting Frequency:** First Tuesday of the month as needed
- **Application Deadline:** Forty-eight (48) calendar days prior to the first Tuesday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application at least thirty (30) calendar days prior to said meeting for consideration.
- **Initial Submission Requirements:** One (1) electronic copy and Four (4) copies folded to a size no larger than 11” x 14”. No rolled plans shall be accepted.
- **Final Plan Submission Requirements:** One (1) electronic copy and Eight (8) copies of all final plan materials for distribution to the Review Body are required to be folded to a size no larger than 11” x 14” and shall be clipped or otherwise secured in eight (8) equal groups. No rolled plans shall be accepted.

**DO NOT DISCARD THIS PAGE  
YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

-----  
For office use

Date Received: \_\_\_\_\_ Payment of: \_\_\_\_\_ Via Check: \_\_\_\_\_ Cash: \_\_\_\_\_

# JAMESTOWN CHARTER TOWNSHIP

Ottawa County  
2380 – Riley Street, Hudsonville, Michigan 49426

---

## ZONING BOARD OF APPEALS APPLICATION

---

**NON-REFUNDABLE APPLICATION FEE: \$750.00**

(Subject to additional fees as determined by the Township for Engineering, Attorney, Planning Consultant, Publishing fees, etc.)

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address/location of Subject Property: \_\_\_\_\_

\_\_\_\_\_

Permanent Parcel Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Section(s) of the Jamestown Charter Township Zoning Ordinance from which relief is sought:

\_\_\_\_\_

\_\_\_\_\_

Reason for seeking variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The applicant must provide the legal description of the property. A survey of the property documenting accurate measurements must be provided.

The applicant must attach a site plan showing the dimensions of the property, setbacks to front, rear and side lot lines, the location and dimensions of all existing buildings and structures, any proposed buildings or structures, the location of any driveways or easements, the area of the property where the variance is being sought and such other information as may be required.

**\*\*By signing this application, I acknowledge that I am the legal owner, petitioner or agent and that I have the authority to apply and that I agree to authorize members of the Zoning Board of Appeals and representatives from the Zoning or Building Department to access the property to accurately evaluate the request.**

---

**\*\*Signature of Applicant**

---

**Date**

---

### **NOTICE TO APPLICANTS**

It is the applicant's responsibility to meet the requirements of the Jamestown Charter Township Zoning Ordinances in all respects and to provide the necessary information to the Township for approval. Copies of the ordinance may be obtained from the Jamestown Charter Township office or viewed on the township website: [twp.jamestown.mi.us](http://twp.jamestown.mi.us).

#### **Section 22.8.**

The Zoning Board of Appeals shall hear the following specified categories of appeals in accordance with the following standards:

**Administrative Review:** The Zoning Board of Appeals shall hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision or refusal made by the Zoning Administrator or by any other official or by the Planning Commission in administering or enforcing the provisions of this Ordinance. This authority shall not include review of PUD decisions of the Planning Commission.

**Interpretation of the Ordinance:** The Zoning Board of Appeals shall hear and decide upon requests to: Interpret the provisions of this Ordinance when it is alleged that certain provisions are not clear or that they could have more than one meaning. In deciding upon such request, the Zoning Board of Appeals shall ensure that its interpretation is consistent with the intent and purpose of the Ordinance, the Article in which the language in question is contained, and all other relevant provisions in the Ordinance.

Determine the precise location of the boundary lines between zoning districts when there is dissatisfaction with a decision made by the Zoning Administrator.

Classify a use which is not specifically mentioned as a part of the use regulations of any zoning district so that it conforms to a comparable permitted or prohibited use, in accordance with the purpose and intent of each district. Where there is no comparable permitted or prohibited use, the Zoning Board of Appeals shall so declare, the effect being that use is not permitted in the Township until or unless the text of the Ordinance is amended to permit it.

The permission and duration associated with temporary uses in the Township as defined in the definitions chapter of this ordinance.

**Variance:** The Zoning Board of Appeals has the power to authorize specific variances from site development requirements such as lot area and width regulation, building height and bulk regulations, yard width and depth regulations, off-street parking and loading space requirements, and sign requirement of this Ordinance, provided that all the required findings listed below are met and the record of proceedings of the Zoning Board of Appeals contains evidence supporting each conclusion:

- 1] The strict enforcement of the provisions of this Ordinance would cause an unnecessary hardship and deprive the owner of rights enjoyed by all other property owners owning property within the same zoning district.
- 2] There are conditions and circumstances unique to the property which are not similarly applicable to other properties in the same zoning district.
- 3] The conditions and circumstances unique to the property were not created by the owner or his predecessor.
- 4] The requested variance will not grant special privileges that are denied other properties similarly situated and in the same zoning district.
- 5] The requested variance will not be contrary to the spirit and intent of this Zoning Ordinance.

A variance under this Ordinance shall not be granted which permits a use not otherwise permitted within the zoning district, when the use is clearly permitted in another zoning district.