

**ARMADA TOWNSHIP
ZONING BOARD OF APPEALS PROCEDURES**

1. An application to the Zoning Board of Appeals for a variance, appeal of an administrative decision, or a temporary use shall be made by an owner of an interest in the property to the Township Planning & Zoning Administrator, accompanied by the necessary fees and documents as provided in Article XVIII of the Armada Township Zoning Ordinance.
2. The following items may be considered by the Board of Appeals:
 - a. Appeals of decisions made by an administrative official or Commission charged with the enforcement of the Zoning Ordinance.
 - b. Variance from specific Zoning Ordinance requirements.
 - c. Approvals of temporary structures or uses.
3. The application for a variance shall be accompanied by a site plan drawn to the scale of 1"=30', placed on a standard sheet, and containing the following information:
 - a. Dimensional elements for which a variance is requested.
 - b. Dimensional relationships of the subject lot to the structure on all adjacent lots.
4. The application shall be accompanied by an affidavit by the applicant explaining:
 - a. How the strict enforcement of the provisions of the Township Zoning Ordinance would cause practical difficulty and deprive the owner of rights enjoyed by all other property owners owning property within the same zoning district.
 - b. The conditions and circumstances unique to the property which are not similarly applicable to other properties in the same zoning district.
 - c. The conditions and circumstances unique to the property were not created by the owner, or his predecessor in title, within the time following the effective date of the provisions alleged to adversely affect such property.
 - d. Why the requested variance will not confer special privileges that are denied other properties similarly situated and in the same zoning district.
 - e. Why the requested variance will not be contrary to the spirit and intent of this Zoning Ordinance.
5. The Township Planning & Zoning Administrator shall notify by certified mail the applicant and all owners of an interest in lots, as recorded on the Township tax roll, and within three hundred (300') feet of the subject lot upon which a variance is requested, of the time and place of the Zoning Board of Appeals meeting at which such application will be considered, provided, however, such notice shall be given not less than fifteen (15) days before such meeting. Further, such notice shall also be published within a newspaper of general circulation within the Township no less than fifteen (15) days prior to such meeting.
6. No temporary use permit shall be granted without first giving notice to owners of the adjacent property of the time and place of a public hearing for consideration of the request by the Zoning Board of Appeals. Further, the Board shall seek the review and recommendation of the Planning Commission prior to the taking of any action.