

**LAKE CHARTER TOWNSHIP  
ZONING BOARD OF APPEALS  
NOTICE OF APPEAL**

Name and Address of Appellant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

**FOR OFFICE USE ONLY**

Appeal # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_  
Tax Code # \_\_\_\_\_  
Fee Rec'd 250.00 \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
P. C. Rec. \_\_\_\_\_  
Zoning Board of Appeals Action:  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Previous Z.B.A. Actions:  
\_\_\_\_\_

**Action Requested:**

It is hereby requested that the Lake Charter Township Zoning Board of Appeals approve the issuance of a Variance from the requirements of the Zoning Ordinance for

\_\_\_\_\_ Lot Frontage    \_\_\_\_\_ Frontyard Setback    \_\_\_\_\_ Sideyard Setback  
\_\_\_\_\_ Lot Size    \_\_\_\_\_ Height    \_\_\_\_\_ Rearyard Setback    \_\_\_\_\_ Other

**Please Note:** All questions must be answered completely. If additional space is needed, number and attach additional sheets. The total number of attached sheets is \_\_\_\_\_.

**Purpose and Explanation of Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION:**

Legal Description of Property Affected:

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Address of Property: \_\_\_\_\_

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Property is presently located in \_\_\_\_\_ zoning district.

Describe any characteristics or hardship of your property which would require the granting of a variance:

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The undersigned acknowledges that if a variance is granted or other decisions favorable to the undersigned are rendered upon this appeal, the said decision does not relieve the applicant from compliance with all other provisions of the Lake Charter Township Zoning Ordinance.

The undersigned hereby grants permission for members of the Lake Charter Township Zoning Board of Appeals to enter the above described property (or as described in the attached) for purposes of gathering information related to this request.

The undersigned affirms that he/she or we is (are) the \_\_\_\_\_ (Specify: owner, lessee or agent) involved in the appeal and that the answer and statements herein contained and the information herewith submitted are in all respects true and correct to the best of my/our knowledge and belief.

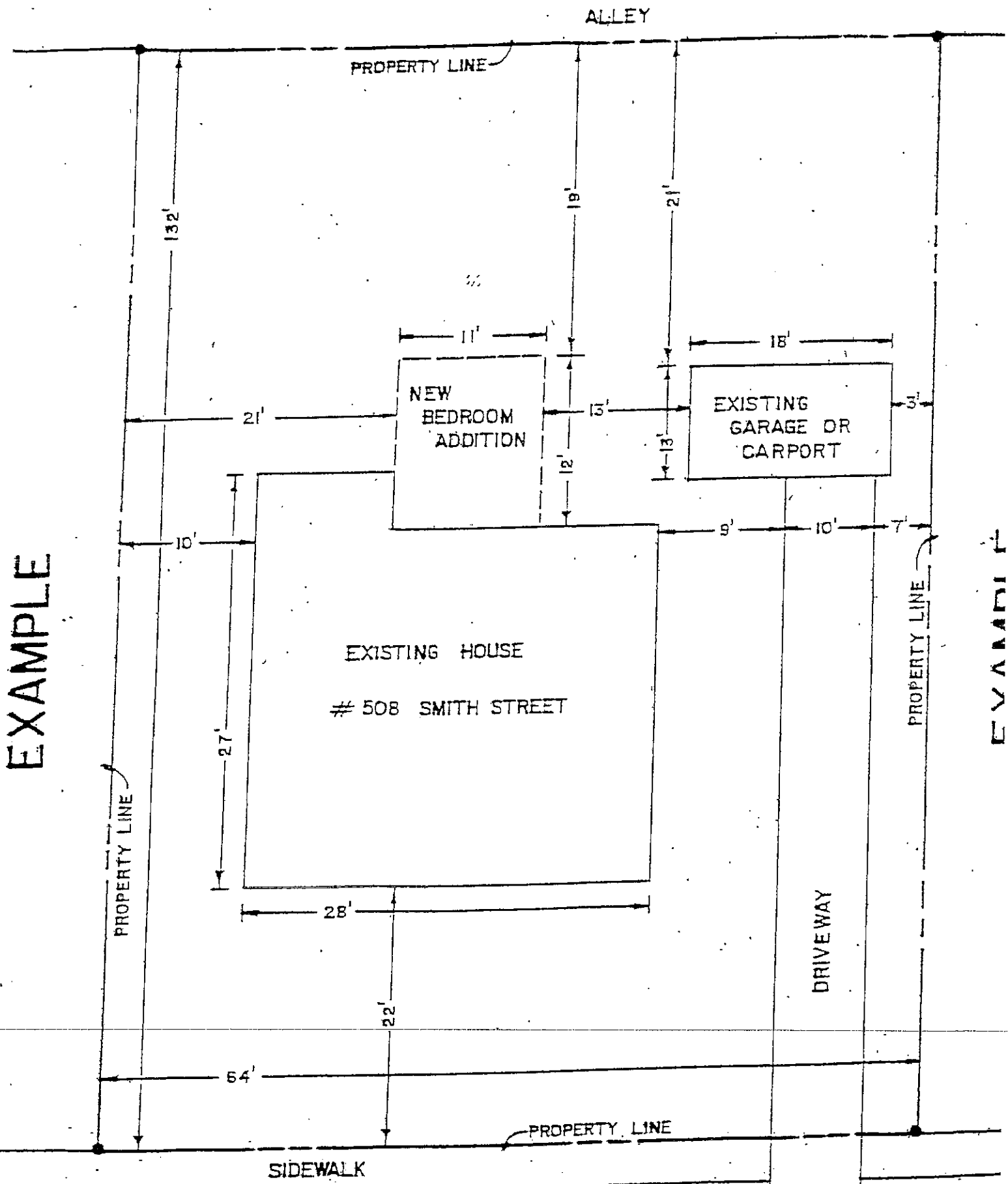
Applicant signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

# P L O T P L A N

OWNER NAME - \_\_\_\_\_  
OWNER ADDRESS - \_\_\_\_\_

DATE - \_\_\_\_\_ SCALE - NONE  
DRAWN BY - \_\_\_\_\_



EXAMPLE

EXAMPLE

DRAWING TO SCALE Y N

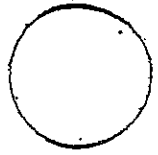
PLACE NORTH IN CIRCLE

SHOW ALL STREAMS, RIVERS, LAKES WITHIN 500 FEET

SHOW SEPTIC SYSTEM

SHOW PUBLIC AND/OR PRIVATE ROADS

SHOW ALL PUBLIC AND /OR PRIVATE EASEMENTS



ZONING BOARD OF APPEALS  
LAKE CHARTER TOWNSHIP  
BERRIEN COUNTY, MICHIGAN

RESOLUTION NO. 03-01

RESOLUTION TO ADOPT RULES OF ORDER PURSUANT TO THE  
ZONING ORDINANCE OF LAKE CHARTER TOWNSHIP

Boardmember Scharnowske, supported by Boardmember

Willk, moved the adoption of the following resolution:

WHEREAS, Article XIV of the Township Zoning Ordinance authorizes the ZBA to adopt rules necessary to conduct the business of the ZBA;

WHEREAS, Act 267 of the Public Acts of Michigan of 1976, as amended, being the Michigan Open Meetings Act (the "Act") requires that rules of the ZBA that limit public comment be established and recorded by the ZBA; and

WHEREAS, it is and has been the intention of the ZBA to comply with the Ordinance and the Act;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

I. The ZBA does hereby establish and record the following rules:

- (a) **Legal Notices.** The Zoning Administrator shall prepare and provide all notices required by the Ordinance and applicable law in connection with matters before the ZBA. The Zoning Administrator may consult with the Township Attorney as necessary to fulfill this obligation.
- (b) **Meeting Dates.** The ZBA shall meet not less than bi-monthly each year, with the first meeting to be held in January. The ZBA shall meet as needed to hear appeals under Article XIV of the Ordinance.

- (c) **Public Participation.** Public participation is encouraged and shall be permitted at all meetings of the ZBA. The ZBA may impose time limitations on public comment upon a majority vote of the ZBA present. Such rules may limit the time each member of the public may speak as circumstances may require but shall not limit the aggregate time of public comment. The rules must be reasonably and flexibly applied and shall be "content neutral" so as to not limit or encourage comment only for or against a particular position, and shall be designed to encourage rather than discourage wider public participation.
- (d) **Order of Matters.** The ZBA shall schedule matters in the same order in which completed applications were received by the Township.
- (e) **Site Visits.** Each member of the ZBA shall endeavor to visit each property that is the subject of an application before the ZBA prior to voting on a matter. Such visit shall be with the consent of the property owner and if more than one member of the ZBA is present, those members of the ZBA shall not discuss the property, any aspect of the application or in any way deliberate concerning any business of the ZBA.
- (f) **Findings.** The ZBA shall discuss, and include in the minutes, the reasons for its decisions in accordance with Article XIV of the Ordinance. Such findings shall be included as part of the records of the ZBA.
- (g) **State Approval.** If a proposed use or structure is regulated by the Michigan Department of Environmental Quality, the applicant shall seek

and obtain appropriate MDEQ permit(s). The ZBA will not take final action on any request until such permits have been provided to the ZBA.

(h) **Planning Commission Approval:** If a proposed use or construction requires approval of the Township Planning Commission, the applicant shall seek and obtain such approval. The ZBA will not take final action on any request until such approval has been provided to the ZBA.

(i) **Amendments to Application.** Once notice of a meeting has been provided as required by the Ordinance or law, a proposal may not be materially changed without providing proper notice of another meeting as required by the Ordinance and applicable law.

2. The rules of the ZBA may be modified, amended or rescinded by resolution of the ZBA at any time.

3. All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

YEAS: Boardmembers Verne Rambo, Don Scharnowske, John Wilk,  
Bob Kamradt, Brad Reitz.

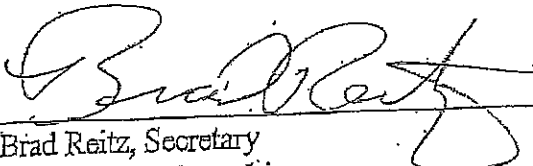
NAYS: Boardmembers None

ABSTAIN: Boardmembers None

ABSENT: Boardmembers None

RESOLUTION DECLARED ADOPTED.

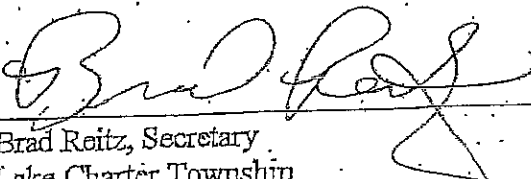
Dated: May 8, 2003

  
\_\_\_\_\_  
Brad Reitz, Secretary  
Lake Charter Township  
Zoning Board of Appeals

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Zoning Board of Appeals of Lake Charter Township at a regular meeting held on May 8, 2003, and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: May 8, 2003

  
\_\_\_\_\_  
Brad Reitz, Secretary  
Lake Charter Township  
Zoning Board of Appeals