

# Zoning Board of Appeals

---

## What is the Zoning Board of Appeals?

The Zoning Board of Appeals (ZBA) is a quasi-judicial body appointed by the Township Board. It is authorized to hear and decide matters as required by the Michigan Zoning Enabling Act and the Casco Township Zoning Ordinance, which includes:

- Appeals of a zoning decision or an administrative official, appointed, or elected body
- Interpretations of the Zoning Ordinance or Zoning District boundaries
- “Non-use” variances from the area, height, and setback, off-street parking, or other dimensional requirements of the Zoning Ordinance
- Temporary uses for periods not exceeding 12 months.

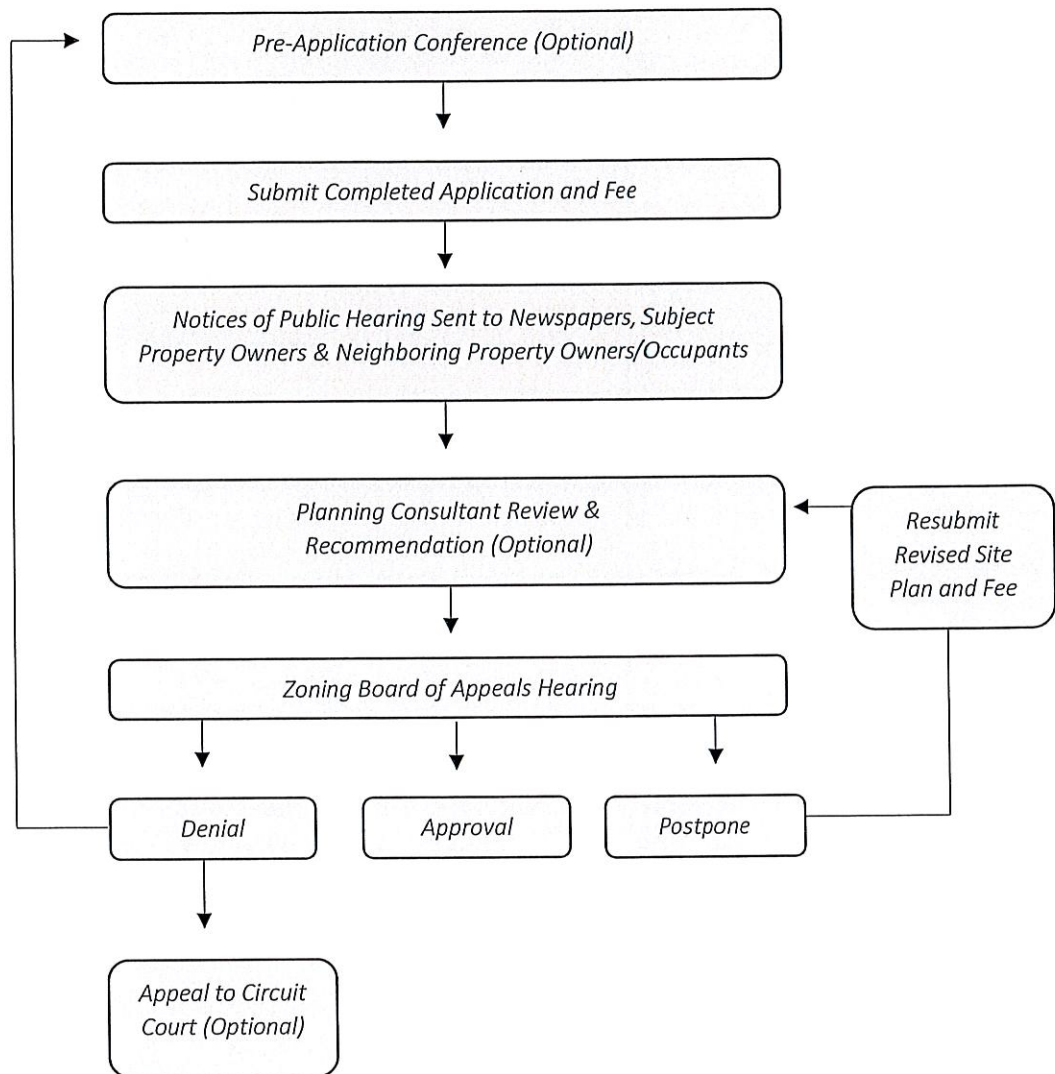
## What is required to apply for a variance?

- Twelve (12) copies of the completed Zoning Board of Appeals Variance Application Form
- Twelve (12) copies of applicable site plans, floor plans, elevation plans, or landscape plans
- Any information that would help demonstrate that the property meets the conditions of Section 132 of the Zoning Ordinance
- Required Review fees

## What is the appeal process?

The diagram on the following page depicts a typical appeal process.

## Zoning Board of Appeals Review



## What are the standards for ZBA review?

The ZBA may authorize a variance from the strict application of the zoning ordinance when the applicant demonstrates compliance with each of the following conditions:

- The variance is due to unique circumstances or physical conditions of the property and is not due to the applicant's personal or economic difficulty.
- The need for the variance was not self-created.
- Strict compliance with the regulations would unreasonably prevent the property from being used for a permitted purpose.
- The variance shall be the minimum necessary to grant relief created by the practical difficulty.
- The variance will not cause an adverse impact on surrounding properties.
- There are exceptional or extraordinary circumstances applicable to the property that do not necessarily apply to other properties within the district.
- The variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same zoning district.
- The variance will not be materially detrimental to the public welfare or materially injurious to the property or zoning district in which the property is located.
- The granting of the variance will not adversely affect the purpose or objectives of the Township's Master Plan.
- The variance will not impact the health, safety, and welfare of the township or its residents.

## Do I need to attend meetings?

You will be notified of all meetings with your variance request on the agenda. It is strongly recommended that you or a representative be in attendance to answer any questions that may arise.

The Zoning Board of Appeals may take action on a request whether the applicant is in attendance or not. However, action may be postponed if the applicant is not available for questions.

## Does action by the ZBA allow me to begin construction?

ZBA action does not authorize construction. Following action, site plan review and necessary permits must be sought through appropriate departments and agencies.

## Can I appeal a decision of the ZBA?

All decisions of the Zoning Board of Appeals are final. A party aggrieved by a decision may appeal to the circuit court in accordance with the procedures established by State Law.

## How long is a variance valid?

Unless otherwise approved by the ZBA, any order or variance granted permitting the construction or alteration of a structure or use of a building or land shall be valid for a period of one (1) year. Within such timeframe, a building permit or other required permit or establishment of the use shall occur according to the terms of the ZBA approval

# CASCO TOWNSHIP

## AFFIDAVIT OF OWNERSHIP OF LAND

State of Michigan,  
County of \_\_\_\_\_

I/We (Name) \_\_\_\_\_  
of (Address) \_\_\_\_\_  
the \_\_\_\_\_ of \_\_\_\_\_

being duly sworn, depose(s) and say(s) as follows:

I. The owner(s) of the property described on the attached

Warranty Deed       Land Contract       Other Document (specify)

Is/are as follows:

Name(s) and address:

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

This property is subject of a \_\_\_\_\_  
submitted to the Township of Casco, Michigan

II. I/We authorize

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

To be my/our designated representative(s) in the process of the application and to make representation and commitments on my/our behalf in connection with obtaining approval of my/our request.

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Printed/Typed Name of Property Owner(s)

Subscribed and sworn to me on  
the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, Michigan  
My commission expires: \_\_\_\_\_

# CASCO TOWNSHIP

## APPLICATION INFORMATION SHEET

This Application Information Sheet is applicable to all development reviews. Additional applications are required for Site Plan Review, Special Land Use, Rezoning, Planned Unit Developments, and Zoning Board of Appeals Variances.

### I. TYPE OF REVIEW

- Site Plan     Special Land Use     Rezoning     ZBA Variance     Site Condominium  
 Subdivision Review

### II. APPLICANT

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### III. APPLICANT'S REPRESENTATIVE (IF DIFFERENT FROM APPLICANT)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Township \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### IV. PROPERTY INFORMATION

Property Address \_\_\_\_\_  
General Location \_\_\_\_\_  
Legal Description     Attached     On plans  
Property ID Number \_\_\_\_\_  
Property Size (acres) \_\_\_\_\_ Frontage (feet) \_\_\_\_\_  
Existing Zoning \_\_\_\_\_

V. SIGNATURES (This application form must be signed by both the applicant and the legal owner of the property.)  
The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed/Typed Name of Applicant

\_\_\_\_\_  
Printed/Typed Name of Property Owner

Office Use:

Application No. \_\_\_\_\_ Review Fee \_\_\_\_\_ Date Received \_\_\_\_\_

# CASCO TOWNSHIP

## ZONING BOARD OF APPEALS APPLICATION

### I. REQUEST

Please provide a detailed description of the variance(s) being sought. (Attach additional sheets if necessary.)

---

---

---

### II. ORDINANCE AND SECTION NUMBER

What Casco Township Ordinance and Section Number are you seeking a variance from?

Ordinance \_\_\_\_\_ Section \_\_\_\_\_

### III. ADDITIONAL INFORMATION (Please provide answers to the following questions.)

Is the need for the requested variance due to unique circumstances or physical conditions of the property involved, such as narrowness, shallowness, shape, water or topography that is not due to the applicant's personal or economic difficulty, and not self-created?

---

---

Will strict compliance of the zoning regulations unreasonably prevent the property from being used for a permitted purpose?

---

---

Is the requested variance the minimum necessary to do substantial justice to the applicant?

---

---

Will the variance, if granted, cause any adverse impacts on surrounding properties?

---

---

### IV. SUBMISSION REQUIREMENTS

- One (1) copy of the Application Information Sheet
- One (1) copy of the Zoning Board of Appeals Application
- One (1) copy of the Affidavit of Ownership
- Twelve (12) copies of any drawings, sketches, etc. that would help to explain your request to the Zoning Board of Appeals.
- A digital PDF copy of each of the required applications/documents/plans listed above.
- Application Fee



# CASCO TOWNSHIP

4512 Meldrum Rd. Casco, MI 48064

586-727-7524 fax 586-727-3034

Adopted by the Casco Township Board on June 6, 2023

\$10,000.00, shall be deposited with the Casco Township Clerk. Payments can be made by cash, check or irrevocable bank letter of credit.

## SCHEDULE OF FEES

	Planner	Fire Dept.	Publication	Admin.	Other
<b><u>Planning Items:</u></b>					
Rezoning	\$275.00		*	\$100.00	
Special Land Use	\$275.00	\$100.00	*	\$100.00	
Sign Review-On/Off site	\$75.00			\$35.00	
Pre Application Conf	\$150.00				
<b><u>Site Condo:</u></b>					
Preliminary Plan	\$500+\$3 Unit	\$100.00		\$300.00	
Final Plan/Eng Rev	**				
<b><u>Home Occupation MMCG</u></b>					
Application Fee					\$1000.00
<b><u>Site Plan Review:</u></b>					
Multi-Farm Develop	**	\$100.00		\$300.00	
Mobile Home Develop	\$500+\$2 Unit	\$100.00		\$300.00	
Commercial/Industrial	\$225.00	\$100.00		\$100.00	
Simple Split Dev	\$250+\$10/Lot			\$100.00	
Wetland	**			\$300.00	
<b><u>Subdivision Platted:</u></b>					
Engineering Plan					
Sketch Plan	**			\$200.00	
Tentative Prelim. Plat	\$350.00	\$100.00		\$300.00	
Final Prelim Plat	\$200.00			\$300.00	
Final Plat	\$200.00			\$300.00	
<b><u>ZBA Items:</u></b>					
Zoning Bd of Appeals	As necessary \$200.		*	\$350.00	
Zoning Bd of Appeals Ext					\$200.00 if a special meeting required
<b><u>Administrative:</u></b>					
New Lot Splits	As necessary \$175.			\$100.00	
Each add split				\$50.00	
Mining Permit App.	Hourly			\$1000.00	
Construction Bd Appeal	**			\$750.00	
Home Occupation Rev	\$400.00			\$50.00	
*Fee will be actual Publication cost*					





# CASCO TOWNSHIP

4512 Meldrum Rd. Casco, MI 48064

586-727-7524 fax 586-727-3034

Adopted by the Casco Township Board on January 25, 2024

<b><u>Administrative:</u></b>	Planner	Admin.
New Lot Splits	\$50.00	\$150.00
Each add split		\$50.00
Mining Permit App.	Hourly	\$1000.00
Construction Bd Appeal	**	\$750.00
Home Occupation Rev	\$100.00	\$50.00

\*Fee will be actual Publication cost\*

\*\*All additional Planner, Engineer, Legal, Professional or Administrative fees will be billed as incurred\*\*

A bond in the amount of 6% of the total non-structure site improvement is required.

## Cassin Planning Group LLC

### FEE SCHEDULE – COLLECTED BY TOWNSHIP

Rezoning Request Review	\$275.00
Special Land Use Review	\$275.00
Site Plan Review	\$225.00
Revised Site Plan Review	\$100.00
Sign Review	\$75.00
Board of Appeals Variance Reviews	\$200.00 per application
Subdivision Plat, Preliminary	\$350.00
Subdivision Plat, Final Preliminary	\$200.00
Subdivision Plat Final	\$200.00
Land Division Review	\$50.00
Home Occupation Review	\$100.00
Pre-Application Meeting Fee	\$150.00
Deposition, Trial Testimony & Preparation	\$110.00 per hour
Services not listed	\$75.00 per hour