

PROCEDURES FOR ZBA 002 - VARIANCE PERMIT

This permit is used when a zoning permit is denied due to noncompliance of yard clearance, building height, property size, use of property, etc. within the zoning ordinance.

A. After receiving a denied zoning permit request, submit a variance permit request to the Village Clerk – include the following:

Required fee

Location of property involved in request

Name and address of applicant

Legal description of property

Present zoning of property

Statement of request

Previous action by Zoning Administrator

Site plan (to scale) 10 copied including -

property lines; all existing and new buildings/fixtures; exact distances between all of the following: existing buildings/fixtures, new buildings/fixtures, property lines and any of the previously stated buildings/fixtures

Plan of action (see permit)

B. The request will be given to the Zoning Administrator and the Zoning Board of Appeals

C. At the next scheduled meeting, the Zoning Board of Appeals will set a public hearing

Usually scheduled for the next months ZBA meeting – this allows for the notifications sent to the neighboring residents and a notice to be published in the paper (ZBA meets once a month on the third Thursday of the month)

D. Property owner submitting request should attend the public hearing to answer any questions asked.

E. Approved request (with or without stipulations)

Take approved request to Barry County for building permits

PCI (Professional Code Inspections of MI)

109 S Church St

Hastings, MI

269-948-4088

F. Denied request

1. drop request

2. reapply to Zoning Administrator (with any revisions needed)

ZBA002

VILLAGE OF NASHVILLE
VARIANCE REQUEST
APPEAL TO THE ZONING BOARD OF APPEALS
Requires approval of Zoning Board of Appeals
Requires a public hearing

If the applicant disagrees with the interpretation of the Zoning Ordinance, as made by the Zoning Administrator (on ZBA001) the applicant may appeal the determination to the Zoning Board of Appeals. Applicant must complete the form ZBA002 for such appeal. Upon payment of the Appeal Fee, a hearing will be scheduled. Application must be presented to the Village Office. (Zoning Ordinance Section 26.06 thru 26.08)

Cost of permit - \$ 200.00 - paid _____ Date _____

I. Location of property: _____

Name of applicant: _____ Telephone # _____

Address of applicant: _____

Please attach a copy of the legal description of property

Present zoning classification: AG__ RA__ RB__ RC__ RD__ CBD__ GB__ I__ PUD__

II. Applicant's request: _____

This is a variance request for a: (please check one)

Non-Use (Dimensional) Variance (This request is a change to the building structure) _____

Use Variance (This request is a change in the use of the building not to the structure) _____

III. Previous action. Section (s) of the Zoning Ordinance involved: _____

Reason given for denial of Zoning Compliance Permit by the Zoning Administrator: _____

Review of property as it pertains to the provisions of the Zoning Ordinance

Front Yard Clearance: _____ Side Yard Clearance: _____ Rear Yard Clearance: _____

Applicant must complete parts I, II, and III of this form and prepare a drawing of the property in question and attach 10 copies for the boards use. Such drawing must be to scale, clearly show the proposed changes, and be accompanied by a clearly written or typed plan of action. The plan of actions must include a timetable for project completion.

IV. Action by the Zoning Board of Appeals: Denied _____ Approved _____ Approved with stipulations _____
(specifically indicate variance that is allowed) _____

(Attach Zoning Board of Appeals minutes concerning this action)

Signature of Zoning Board of Appeals Chairperson

Date

NOTE – filling this application implies that the property owner is giving permission for the Zoning Board members to visit, walk on or around the property either individually or as a group, to investigate the application request when/if needed.

The Village of Nashville is an equal opportunity provider.

VILLAGE OF NASHVILLE
VARIANCE REQUEST
APPEAL TO THE ZONING BOARD OF APPEALS

Requires approval of Zoning Administrator

<input type="checkbox"/> Masonary (wall bearing)	1. No of stories		Parking spaces	
<input type="checkbox"/> Wood Frame	2. Total square feet of floor area			
<input type="checkbox"/> Structural Steel	all floors based on exterior		Enclosed	
<input type="checkbox"/> Reinforced Concrete	dimensions			
<input type="checkbox"/> Other - specify	3. Total Land are - sq ft		Outdoors	
Type of Sewage Disposal -		Type of Water Supply	Residential Building only	
<input type="checkbox"/> Public or private company	<input type="checkbox"/> Public or private company		No. of bedrooms	
<input type="checkbox"/> Private (septic tank, etc.)	<input type="checkbox"/> Private (well, cistern)		No. of bathrooms - full <input type="checkbox"/> partial <input type="checkbox"/>	

Site or Plot Plan

Lot Size: _____ Additional detailed drawings / diagrams may be required. It is recommended that all drawings be to scale and properly dimensioned. Improper drawings will be rejected.

Note - site plan must be drawn to scale and include property lines, current buildings, all new buildings/fences (including height of fences) and the exact distance between buildings and between buildings and property lines. Each square on this grid = 5 foot (which makes the graph 150 ft wide by 125 ft tall). Other drawings should be attached sufficient to show your planning. Ten copies each are required.