

# VILLAGE OF ELK RAPIDS

315 Bridge Street; P.O. Box 398  
Elk Rapids, Michigan 49629

## ZONING BOARD OF APPEALS APPLICATION FOR:

VARIANCE, APPEAL OF ADMINISTRATIVE DECISION or ORDINANCE INTERPRETATION

### TO BE COMPLETED BY ZONING ADMINISTRATOR:

APPLICATION NUMBER: \_\_\_\_\_ APPLICATION FEE: \$150.00  
DATE OF APPLICATION: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_  
DATE OF PUBLIC HEARING: \_\_\_\_\_  
REQUEST FOR: Variance \_\_\_\_\_ Appeal of Administrative Decision \_\_\_\_\_  
Ordinance Interpretation \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT:

#### PROPERTY INFORMATION: (Include legal description)

Address \_\_\_\_\_

Parcel # \_\_\_\_\_ Lot # \_\_\_\_\_

#### OWNER INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

#### APPLICANT INFORMATION: (If different from Owner)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

#### DETAILED DESCRIPTION OF APPEAL REQUESTED: \_\_\_\_\_

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

(Attach all relevant documentation and illustrated drawing of request if applicable.)

## ZONING BOARD OF APPEALS APPLICATION

**APPLICATIONS MUST BE RECEIVED A MINIMUM OF 21 DAYS PRIOR TO THE APPEAL PUBLIC HEARING DATE.**

**AUTHORIZATION/SIGNATURE(s):**

As owner and/or applicant representing the owner, I certify and attest that all the above information is accurate to my fullest knowledge and I hereby agree to comply with the provisions of the village of Elk Rapids Zoning and Unified Development Code. **I authorize the Village of Elk Rapids** staff, appointed board and/or commissioners, or committee members to enter upon the subject property for purposes of making inspections related to the project or request identified in this application. If authorized, such inspections or site visits shall be conducted at reasonable hours and times.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if other than Owner)

\_\_\_\_\_  
Date

**REPRESENTATION AT THE HEARING: THE APPLICANT OR THE APPLICANT'S AUTHORIZED AGENT MUST BE PRESENT AT THE PUBLIC HEARING TO PROPERLY ANSWER QUESTIONS CONCERNING THE APPEAL. IF THE APPLICANT OR AGENT IS NOT PRESENT, THE APPEAL MAY BE DEFERRED UNTIL THE NEXT MEETING OR DISMISSED AT THE DISCRETION OF THE ZONING BOARD OF APPEALS. DISMISSAL RE-INSTATES ALL ACTIONS IN FURTHERANCE OF THE DECISION THAT WAS APPEALED.**