



Application Date:	
Fee:	\$500.00
Escrow:	\$500.00

VARIANCE

A variance is any modification of official controls where it is determined that, by reason of exceptional circumstances, the strict enforcement of the official controls would cause unnecessary hardship

PARCEL IDENTIFICATION NO (PIN):		ZONING DISTRICT & COMP PLAN LAND USE:
LEGAL DESCRIPTION:		LOT SIZE:
PROJECT ADDRESS:	OWNER: Name: Address: City, State: Phone: Email:	APPLICANT (IF DIFFERENT THAN OWNER):
BRIEF DESCRIPTION OF REQUEST:		
EXISTING SITE CONDITIONS:		
APPLICABLE ZONING CODE SECTION(S): <i>Please review the referenced code section for a detailed description of required submittal documents, and subsequent process.</i> 1. Chapter 2 Lent Township Land Use Regulations, Section 4.02 Permits, Applications, Licenses and Services		

Submittal Materials

The following materials must be submitted with your application to be considered complete. If you have any questions or concerns regarding the necessary materials, please contact the Town Planner.

AP – Applicant check list, TS – Town Staff check list

Site Plan: All plans shall include:

AP	TS	Materials
<input type="checkbox"/>	<input type="checkbox"/>	<u>Site Plan:</u> All plans shall be drawn to scale and include a north arrow <ul style="list-style-type: none"> Property dimensions Area in acres and square feet Setbacks, and identify buildable area Location of existing and proposed buildings (including footprint, dimensions to lot lines) Location of well and septic systems on site Location of wetlands, waterbodies, and Ordinary High Water Level and 100-year flood elevation Location of current and proposed curb cuts, driveways, and access roads Existing and proposed parking areas including a count of available parking (if applicable) Off-street loading areas, and the location any required handicapped zones (if applicable) Existing and proposed sidewalks and trails (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<u>Written Narrative Describing your request:</u> A written description of your request for the Site Plan Review will be required to be submitted as a part of your application. The description must include the following: <ul style="list-style-type: none"> Description of the variance requested and the reason for the request <ul style="list-style-type: none"> Statement describing how the use of the property is proposed in a reasonable manner not permitted by the zoning ordinance

Application for: **VARIANCE**
Lent Township

		<ul style="list-style-type: none"> ○ Statement describing how the plight of the landowner is due to circumstances unique to the property not created by the landowner ○ Statement describing how the variance, if granted, will not alter the essential character of the locality
<input type="checkbox"/>	<input type="checkbox"/>	Paid Application Fee and Escrow.

MATERIALS THAT MAY BE REQUIRED UPON THE REQUEST OF THE TOWN PLANNER

<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Survey of the property:</u> An official survey, by a licensed surveyor, may be requested with the application. The survey shall be scalable and in an 11" x 17" format.</p> <ul style="list-style-type: none"> • North point and graphic scale • Legal description of property • Name of owner on record • Subdivision name (if applicable) • Property name and address • Property lot line dimensions • Area in acres and square feet
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Architectural/Building Plan (if applicable):</u></p> <ul style="list-style-type: none"> • Location of proposed buildings and their size including dimensions and square footage • Proposed floor plans • Proposed exterior elevations • Description of building use
<input type="checkbox"/>	<input type="checkbox"/>	Statement acknowledging that you have contacted the other governmental agencies such as Conservation Districts, County departments, State agencies, or others that may have authority over your property for approvals and necessary permits.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all submittal documents.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be requested by the Zoning Administrator.

Review and Recommendation by the Planning & Zoning Commission (P&Z). The P&Z shall consider oral or written statements from the applicant, the public, Staff, or its own members. It may question the applicant and may recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards with their recommendation.

Township staff have the authority to request additional information from the applicant beyond what is required for submittal materials or to retain expert testimony with the consent and at the expense of the applicant if said information is declared to be necessary by the Township to review the request or to establish performance conditions in relation to this Ordinance.

Review and Decision by the Town Board. The Town Board shall review the application after the P&Z has made its recommendation. The Board is the only body with the authority to make a final determination and either approve or deny the application.

This application must be signed by ALL owners of the subject property, or an explanation given why this not the case.

We, the undersigned, have read and understand the above.

Signature of Applicant

Date

Signature of Owner (if different than applicant)

Date