

CHARTER TOWNSHIP OF LARKIN

Variance Request Application

Date: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Property Tax Code Number: _____

Present Zoning of Property: _____

Reason for Request:

Variance requested from Ordinance No. ____ Article ____ Paragraph ____

Legal Description of Property and /Drawing, Small Map Drawing, etc.:

Signature: _____

Amount Enclosed: _____

Request Fee: \$800.00. No action will be taken until the entire fee is submitted.

Date Received by Township Clerk: _____

Date Received by Board of Appeals Chairman: _____

Please return this request to:

Larkin Township Clerk
3027 N. Jefferson
Midland, MI 48642

PROCEDURE FOR FILING A ZONING VARIANCE REQUEST

Persons desiring to file a Zoning Variance should obtain a Variance Request Form from the office of the Township Clerk. This form should be completed with the following information:

Current Date
Applicant's Name, Address & Phone Number(s)
Property Owner's Name
Present Zoning of the Property
Reason for the Variance Request
Legal Description of the Property
Tax Code Number
Other Pertinent Information (i.e., small map, photo, survey, diagram, etc.)

Return the completed form, with a check for the current Variance Request fee, to the office of the Township Clerk. The check should be made payable to Larkin Township. No action will be taken on a Variance Request, until the form has been completed and the entire fee submitted.

Once the form and fee have been received, the Township Clerk will notify the Chairperson of the Zoning Board of Appeals who will schedule a hearing no later than 45 days from the receipt for the request.