

**OAKFIELD TOWNSHIP  
PLANNING COMMISSION & ZONING BOARD OF APPEALS**

**Checklist for Hearings and Site Plan Review Applications**

APPLICANT: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

Zoning Board of Appeals Meeting Date: \_\_\_\_\_

Type of Meeting	Application Deadline	Fee	# of Prints
<input type="checkbox"/> Rezone	30 days in advance of meeting	\$600	12
<input type="checkbox"/> Site Condominium	30 days in advance of meeting	\$500	12
<input type="checkbox"/> Private Road	30 days in advance of meeting	\$500	12
<input type="checkbox"/> Planned Unit Development	30 days in advance of meeting	\$600	12
<input type="checkbox"/> Commercial Site Plan Review	30 days in advance of meeting	\$100	10
<input type="checkbox"/> Use By Special Approval	30 days in advance of meeting	\$500	10
<input type="checkbox"/> Special Use-Lake Lots/Accessory Bldg's	30 days in advance of meeting	\$250	10
<input type="checkbox"/> Variance	30 days in advance of meeting	\$360	9

Applications for Planning Commission or Zoning Board of Appeals review shall be delivered to the Clerk for distribution and must:

- Be completed and signed by the applicant.
- Be accompanied by all required narratives, drawings, prints and supporting documentation.\*
- Be reviewed, completed as necessary, and signed by the Zoning Administrator.
- Be accompanied by the required fee.
- Include a signed Fee Agreement.
- Include this checklist.
- Indicate what material, if any, is to be sent to the Township attorney and/or engineer.

\_\_\_\_\_  
\*Refer to Zoning Ordinance for specific information required in site plan review.

**ALL PRINTS OR DRAWINGS MUST INCLUDE THE APPLICANT'S NAME AND ADDRESS  
AND THE PARCEL # OF THE SUBJECT PROPERTY**

**DEFICIENT APPLICATIONS WILL NOT BE PROCESSED. NO EXCEPTIONS.**

Clerk's Office:

REZONE: Publish and mail at least 15 days in advance. Copy to Building Official  
 USBA: Publish and mail at least 15 days in advance. Copy to Building Official  
 VARIANCE: Mail at least 15 days in advance. Copy to Building Official.

- Date application received: \_\_\_\_\_
- Required number of completed applications received, including prints.
- Material delivered to attorney/engineer.
- Fee and Fee Agreement received: \_\_\_\_\_
- Other: \_\_\_\_\_

**OAKFIELD TOWNSHIP**  
**ZONING BOARD OF APPEALS**  
**APPLICATION FOR VARIANCE**

SECTION I – (Zoning Administrator)

On this date, \_\_\_\_\_, I have determined that the following described land use and/or activity at the address listed below, violates current Oakfield Township zoning ordinances and may not, legally, be permitted – without an approved variance, granted by the Oakfield Township Zoning Board of Appeals.

Property Address: \_\_\_\_\_ Parcel #41-08 \_\_\_\_\_

Description of proposed land use &/or activity: \_\_\_\_\_

Zoning ordinance in conflict: \_\_\_\_\_

Signature: \_\_\_\_\_  
Zoning Administrator

Section II – (Owner/Applicant)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime telephone #: (\_\_\_\_\_) \_\_\_\_\_

I, the undersigned property owner/applicant, wish to appeal the Zoning Administrator's determination and hereby request a public hearing for consideration of my request for a variance before the Oakfield Township's Zoning Board of Appeals. With this completed and signed application, I am including:

- A sketch of this parcel, following requirements outlined in the attached sample site-diagram.
- A written explanation as to why I am requesting this variance.
- A check payable to Oakfield Township in the amount of \$360.00 (non-refundable) for a public hearing.
- A list of the names and addresses of any other parties having any legal interest in this property.
- I hereby grant permission for the members of the Zoning Board of Appeals to visit the subject property for purposes relating to this request.

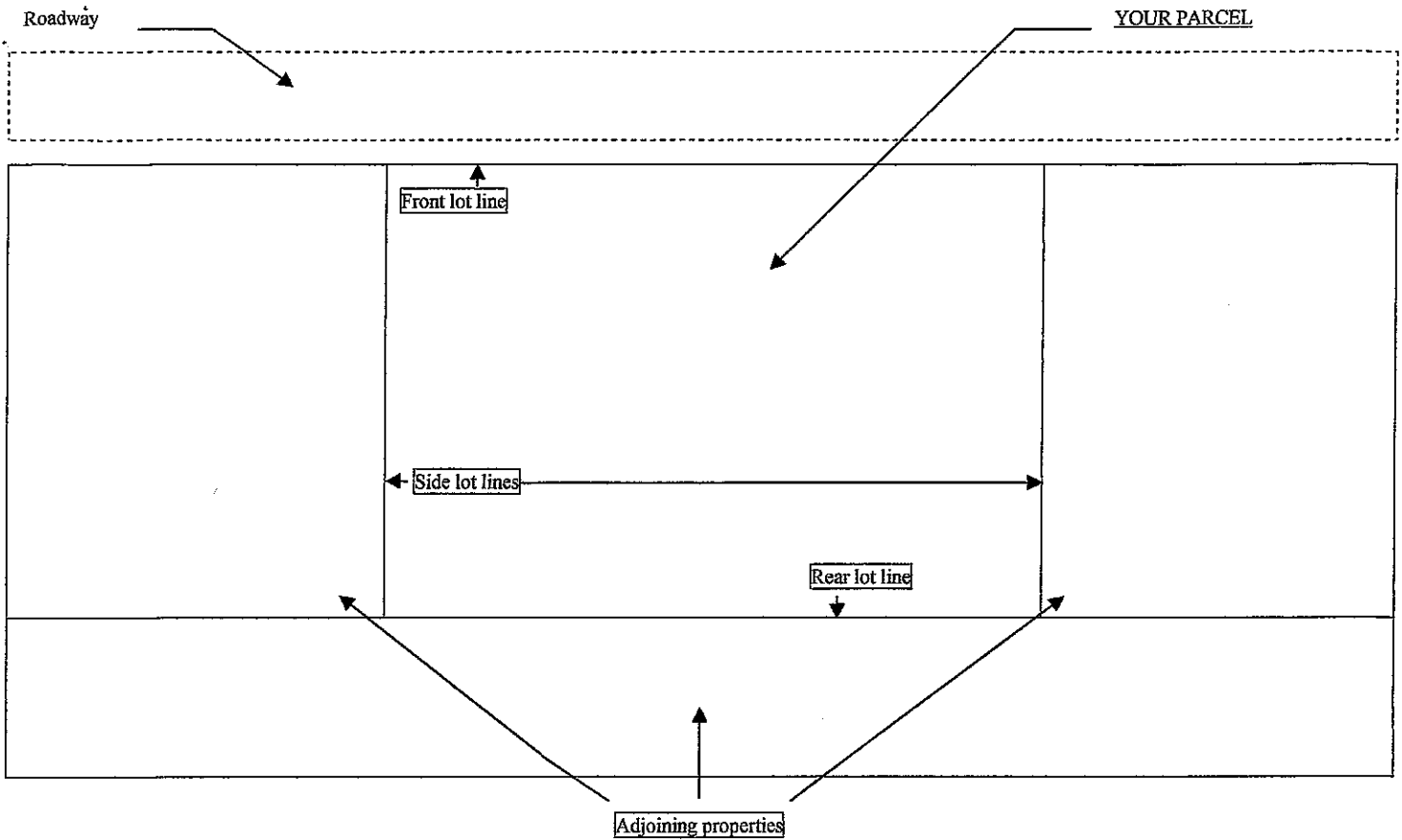
Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Property Owner/Applicant

APPLICANT: WHEN COMPLETE, RETURN TO ZONING ADMINISTRATOR

Section III – (Zoning Board of Appeals)

APPROVE/DENY – See minutes from hearing dated: \_\_\_\_\_

CLERK'S USE:  Appl & Fee rec'd: \_\_\_\_\_  Hrg. Date: \_\_\_\_\_  List of adjn'g prop. owners attached.  Notices mailed: \_\_\_\_\_  ZBA min's on file.



**DO NOT WRITE ON THIS DIAGRAM. PREPARE A SEPARATE DRAWING.**

Applicant: Use the above diagram as a guide in preparing your sketch. Your sketch must identify:

- (1) The name of the public or approved private road upon which your property fronts.
- (2) The location of your front, rear and side lot lines—with reasonably accurate measurements.
- (3) The location of any known easements, sewer lines, etc.
- (4) The location of all existing structures on your parcel (dwelling, garage, outbuildings, etc.)
- (5) The location of the driveway which serves this parcel.
- (6) The location of nearest structure, if any—within 50' on adjoining properties.
- (7) The location of the proposed use and/or activity for which this variance is sought. Also indicate the distance between the location of the proposed use and your lot lines.

IF YOU NEED ASSISTANCE,  
PLEASE CALL THE TOWNSHIP OFFICE DURING REGULAR BUSINESS HOURS:  
8 A.M. TO 12 P.M. MONDAY THROUGH THURSDAY  
1 P.M. TO 5 P.M. TUESDAY AND WEDNESDAY

OAKFIELD TOWNSHIP  
10300 14 MILE ROAD, ROCKFORD, MI 49341  
Office: (616) 754-5679 Fax: (616) 754-0989

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!**

**Please finish the statements that follow each requirement.**

(use the back of the page if necessary)

The standards that must be satisfied in order for a variance to be granted are stated in Section 17.7 of the Zoning Ordinance. For a variance to be granted, all of these requirements must be satisfied by facts and circumstances of the case, as follows:

That there are exceptional or extraordinary circumstances or conditions that apply to the property in question that do not apply generally to other properties in the same zoning district.

My property meets this requirement because:

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That the variance is necessary to preserve and enjoy a substantial property right similar to the property rights that other properties in the same zone have. (By itself, the possibility of increased financial return is not sufficient to warrant the granting of a variance.)

My property meets this requirement because:

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That the variance, if granted, would not be of substantial detriment to adjacent property and will not materially impair the intent and purposes of the zoning ordinance or the public interest.

My property meets requirement because:

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That the condition or situation of the property or its intended use is not so general or recurrent in nature that the township could reasonably make a general regulation to cover the condition or situation.

My property meets this requirement because:

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**OAKFIELD TOWNSHIP  
NOTICE TO ALL ZONING APPLICANTS**

**FEE AGREEMENT**

Thank you for submitting your application and application fee to Oakfield Township.

Under the zoning fee resolution adopted by the Township Board, the Board has established a policy that the costs and expenses incurred by the Township in the consideration and review of zoning applications is to be reimbursed to the Township by the zoning applicants. In this way, these Township expenses are borne by the party making the zoning application, rather than by Township taxpayers in general. This reimbursement of the Township's actual costs and expenses is in addition to the application fee.

Such additional costs and expenses incurred by the Township may include such things as engineering fees, attorney fees, cost of special meetings, publication expenses, the fees of other consultants and other costs that the Township may incur. The Township keeps detailed records of all expenses incurred by each application.

Depending upon the amount of expenses that are estimated to be incurred in connection with your application, you may be required to pay a portion of such estimate in advance into an escrow account, or you may be billed subsequently, as expenses are incurred. In any event, it is your responsibility to reimburse the Township for the actual costs and expenses resulting from the review of your particular application.

No building permits or other Township permits can be issued until all fees are paid, including reimbursement of the Township's expenses arising out of your application.

To indicate your understanding of the Township's zoning escrow fee policy, and your agreement to abide by that policy, please sign in the space indicated below.

I understand that I am responsible for the reimbursement to the Township of its actual expenses incurred in connection with my application, under the Township escrow fee policy, and I agree to pay such amounts on a timely basis, under the terms of that policy.

APPLICANT: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

DAY PHONE: \_\_\_\_\_

NIGHT PHONE: \_\_\_\_\_

ZONING ADMINISTRATOR: \_\_\_\_\_

Type of Application \_\_\_\_\_