

ZBA Review Submittal Requirements

Applicants must confirm whether or not each item of information has been provided by checking the appropriate boxes below. Applications found to be incomplete will be returned to the applicant for completion (without further review or placement on a ZBA meeting agenda).

	Provided	Not Provided	Not Applicable
Descriptive and Identification Data:			
Scale, north-point, and dates of submission and revisions.			
Zoning classification of petitioner’s parcel and all abutting parcels.			
Existing lot lines, building lines, structures, parking areas, driveways, and other improvements on the site and within 100 feet of the site.			
Proposed lot lines and lot dimensions, and general layout of proposed structures, parking areas, driveways, and other improvements on the site.			
Additional Data to be Provided as Needed:			
Building elevations and floor plan drawings.			
Dimensions, centerlines, and right-of-way widths of all abutting streets and alleys.			
Location of all existing drainage courses, floodplains, lakes and streams, and woodlands,			
All existing and proposed easements.			
Location of sanitary sewer or septic systems, existing and proposed.			
Location and size of existing and proposed water mains, well sites, transformers, generators and building service.			

Applicant

-Obtain the application and return the completed form to the Planning/Zoning Department with the application fee (\$300.00 residential and \$750.00 commercial/industrial) that was established by the Huron Charter Township Board. With the completed application, ten (10) copies of plans, sketches, and/or letters shall be attached to clearly state the request of the applicant. Applicant must place the poster identifying the case number on the property being appealed.

-The Zoning Board of Appeals meets on the first Monday of each month. The completed application and items listed must be received at least thirty (30) days prior to the meeting to be placed on the agenda.

-The applicant or representative must be present at the meeting.