

PETITION REQUIREMENTS

Re: Petition for Variance Hearing

Dear Petitioner:

After the building inspector denied the building permit and you want to petition for a variance, please call the secretary of the ZBA in step 2 to explain the process, the criteria necessary and the findings required for a variance approval before proceeding to step 1. ZBA contact information can be found on jerometownship.org.

Before a date can be set for your hearing

1. You must send the required hearing fee

Check or Money Order for \$300 payable to "JEROME TOWNSHIP"

Mail to: Jerome Township Treasure, 737 Beamish Rd, Sanford, MI 48657

2. Send the Site Plan along with this completed form to:

Zoning Board of Appeals Secretary,

By mail or preferably scan or take photo of documents and send via email

Zoning Board of Appeals

737 W. Beamish Rd

Sanford, MI 48657

Email: zba@jerometownship.org

Phone: 989-750-6012

3. SITE PLAN or drawing showing:

- a. Property dimensions with locations and setbacks of structures
- b. Proposed changes.

4. FILL IN THE FOLLOWING INFORMATION

a. Date Building Inspector denied building request: _____

b. Your Variance REQUEST: _____

- c. Agree to allow Zoning Board of Appeals members to enter Subject property for the purpose stated in the petition.

Signature.

d. Tax code of subject property _____

e. Name of Owner of property _____

f. Address of property _____

Revised 2/2/2023

g. Your address _____.

h. your phone _____

i. your email _____

YOUR SIGNATURE:_____ **DATE:**_____