



# Lapeer Township Zoning Board of Appeals Procedures

1500 Morris Road  
Lapeer, MI 48446  
(810) 664-3700

1. An application to the Zoning Board of Appeals for a variance shall be made by an owner of an interest in the property, accompanied by the necessary fees and documents as provided in Article 19 of the Lapeer Township Zoning Ordinance. The application and applicable fees are to be made at the Lapeer Township Offices.
2. An application for a zoning compliance permit shall be made by an owner of the property, accompanied by the necessary fees and documents as provided for in Article 20 of the Lapeer Township Zoning Ordinance. The application and applicable fees are to be made at the Lapeer Township Offices.
3. After fees have been paid, the applicant shall submit the application and accompanying data to the Lapeer Township Zoning Administrator for completion and signature. Our Zoning Administrator's Office is located in the Construction Code Authority Office Building, 1075 Suncrest Drive, Lapeer (Phone: 810-667-0420).
  - a. For the zoning board of appeals the applicant will forward the original application and zoning administrators report along with seven (7) additional copies of the application and accompanying data to the Lapeer Township Office within forty-eight (48) hours for processing.
  - b. For a zoning compliance permit the applicant will bring the original application with the zoning administrators report to the Lapeer Township Office for processing.
4. All applications shall be accompanied by the following information:
  - a. Plans, drawn to scale and showing shape and dimensions of lots, well and septic field locations, structures and lines of proposed structures, and alteration or use changes.
  - b. Information regarding property in question, adjacent properties, existing uses, proposed use, etc., which would serve to clarify the appeal.
5. All requests for consideration by the Zoning Board of Appeals shall require the notification to the owners of the property for which approval is being considered and to the owners of all properties, the occupants of all structures and to all persons to whom real property is assessed located within three hundred (300) feet of the property in question. Such notices shall be served by regular mail at least fifteen (15) days before such meeting by the township.
6. For the Zoning Board of Appeals the Township Clerk will publish a notice in the local newspaper at least fifteen (15) days prior to the hearing date, and post in accordance with state law.
7. Any favorable decision for variance shall expire twelve (12) months from the date it is granted unless a building permit has been acquired and construction undertaken pursuant to the variance. Any changes in the variance as granted would require a new appeal.
8. Refusal or failure to comply with these procedures shall constitute sufficient grounds for dismissal of an application.



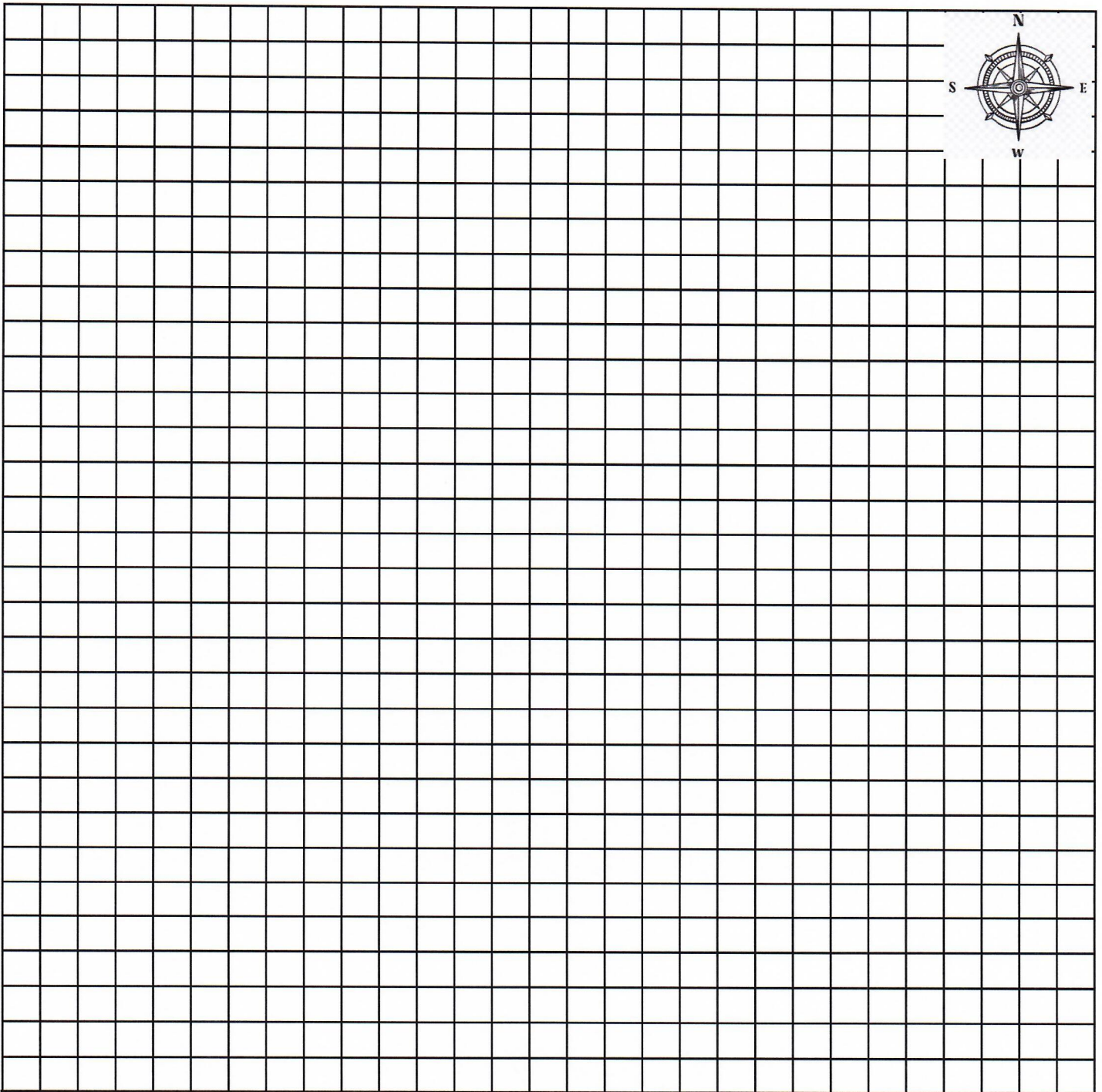


# Lapeer Township Zoning Board of Appeals Application

<b>ZBA – Variance / Appeal / Interpretation</b>	<b>ZBA – Temporary Structure</b>	<b>Zoning Compliance Permit</b>
<b>Name of Applicant</b>		<i>Fee Schedule: Refer to Lapeer Township Fee Schedule</i> <b>**The designated representative shall be the person/firm to receive all correspondence and communications.</b>
Street Address		
City	State	Zip Code
Designated Representative**		
Phone Number	Fax Number	Email Address
<b>Business Name</b>		
Street Address	City	State      Zip Code
Names of All Owners if different from applicant:		
Street Address	City	State      Zip Code
Phone Number	Fax Number	Email Address
<b>Parcel Identification Number(s):</b>		
<b>Owner's Name and Address: (if different than the applicant)</b>		
Name: _____		_____ Signature of Owner  Date: _____
Address: _____		
_____		
_____		
Detailed Description of Operation: (use an additional attachment if necessary)		
_____		
_____		
_____		
_____		
<b>FOR OFFICE USE ONLY</b>		
APPLICATION NUMBER: _____		DATE RECEIVED: _____
AMOUNT PAID: _____		APPROVED/NOT APPROVED: _____



**LAPEER TOWNSHIP  
PLOT PLAN TO BE COMPLETED BY ALL APPLICANTS**



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

**Address:** \_\_\_\_\_

Include the following:

1. Location & dimensions of all property lines regardless of acreage, include North Point
2. Location of public streets, highways, private drives, driveways, easements
3. Location, dimensions, and square footage of all existing and proposed buildings or other permanent structures; ie. pools, decks, accessory buildings
4. Distances from all property lines to the proposed building or structure
5. Location of all well, septic etc.
6. Location of any natural features ie. ponds, wetlands, rivers, drains etc.



Lapeer Township  
Excerpt from Zoning Ordinance No. 1  
Section 8.00(6) Home Occupations – Tier 1

6. Home Occupations – Tier 1
  - a. Home occupations are those that clearly fall within the definition contained in this ordinance and exclude those that require a Special Use Permit.
  - b. No person other than members of the family residing on the premises shall be engaged in such occupation.
  - c. Home occupation shall not require exterior alterations of the dwelling unit.
  - d. One (1) sign shall be permitted, as provided in Section 4.05.
  - e. No stock in trade may be kept or article sold or offered for sale in the dwelling, except such as are produced by such home occupation. No merchandise shall be displayed or sold outside the dwelling unit anywhere on the premises.
  - f. On-site parking shall be provided in other than the required front yard at a ratio of one (1) parking space for each one hundred (100) square feet of building area used for home occupation purposes.
  - g. Front yard, rear yard, and side yard requirements shall conform to the minimums established for single-family dwellings in this district.
  - h. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses of persons off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference with any radio or television receivers off the premises or causes fluctuations in line voltage off the premises.
  - i. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five (25) percent of the floor area of the dwelling unit, excluding any attached garage, shall be used for the purposes of the home occupation, and shall be carried out completely within such dwelling, excluding any attached garage.
  - j. There shall be no change in the outside appearance of the structure or premises, or other visible evidence of the conduct of such home occupation.
  - k. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood.

