

**GENEVA TOWNSHIP**

**Application for Variance Request from Set Back Ordinance #15**

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ Mailing Address(if different) \_\_\_\_\_

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

Phone Number of applicant \_\_\_\_\_

Identifying number of parcel applying for variance: **#80-09-** \_\_\_\_\_, **Map #** \_\_\_\_\_

Sketch with distances. Request must include distance from your property lines and from center of road, with distance requested. Separate sheet may be added for sketch, etc. if needed. Show locations of existing structures, if any.

Sketch

**In order to process your variance request:**

1. Complete this application and submit to Township, **with applicable fee, 10 days prior** to the next regular Township Board Meeting. **Fees:** \$50 for each set back request on each lot on each property. **Check payable to "Geneva Township"**.

**Process:**

1. Township will place this request on the next regular Township Board meeting that allows for the following process:
  - A. Upon receipt of application Township will check to be sure there are enough calendar days lead time to follow the ordinance procedures.
    1. Allowance for seven (7) day mailing notice to adjoining property owners of pending variance request.
    2. Notice to applicant of date and time of meeting request is to be heard.
    3. Applicant need not be present at meeting to have variance request considered.
2. **Upon variance request decision by the Township Board, the Township will issue letters notify the building inspection office and the applicant of the decision.**

**Submit Variance Request APPLICATIONS to:**

**Nancy Ann Whaley, Supervisor**  
**63133 16th Avenue**  
**Bangor, MI 49013**  
**269-427-7607 - Phone & Fax**

**Application on website:**  
**[www.vbco.org/geneva.asp](http://www.vbco.org/geneva.asp)**