

# BLACKMAN TOWNSHIP ZONING APPLICATION

Print or Type

Case# \_\_\_\_\_

**APPLICATION FOR**

- Rezoning\*\*
- Planned Developments
- Variance\*\*
- Conditional Use\*\*
- Site Plan Review
- Home Occupation\*\*
- Site Plan Change/Renewal
- Administrative Site Plan

This application will not be processed if incomplete. \*\*All required materials must be submitted at least twenty-one (21) days prior to the Next Planning Commission or Zoning Board of Appeals meeting. Site Plans with all documentation twenty-one (21) days prior to the next Planning Commission meeting.

**APPLICANT INFORMATION** (if different than owner, a letter of authorization from the owner must be attached)

Name(s) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**OWNER INFORMATION**

Name(s) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY INFORMATION**

Address or Location \_\_\_\_\_  
Permanent Parcel # \_\_\_\_\_  
Zone District (Current) \_\_\_\_\_ Property Size \_\_\_\_\_  
Attach legal description – also a survey, site drawing and pictures may be required.

**NARRATIVE DESCRIPTION OF PROPOSED USE/REQUEST** (attach additional pages as needed)

\_\_\_\_\_

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
**Signature of Applicant**                      **Signature of Applicant**                      **Date**

*I hereby grant permission for members of the Blackman Township (Planning Commission) (Zoning Board of Appeals) (Township Board) to enter the above described property ( or as described in the attached) for the purpose of gathering information related to this application. (Note to Applicant: This is optional and will not affect any decision on your application.)*

\_\_\_\_\_  
**Signature of Applicant**                      **Signature of Applicant**                      **Date**

**\*\*APPLICANT OR APPOINTED REPRESENTATIVE MUST BE PRESENT AT THE MEETING.**

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_ Meeting Date \_\_\_\_\_

Submitted Materials:  Site Plan                       # of Copies                       Application                       Site Plan Checklist

Required Letters:  Legal Description                       Survey                       Pictures

Application Accepted by \_\_\_\_\_

NOTE: Please attach all documents as required for each type of request and as listed on the attached sheets.

Zoning Board of Appeals **APPROVE/DENY** request. Chairman \_\_\_\_\_ Date \_\_\_\_\_

Planning Commission recommends **APPROVE/DENY**. Chairman \_\_\_\_\_ Date \_\_\_\_\_

Blackman Charter Township Board of Trustees **APPROVE/DENY** the Conditional Use or Zone Change as requested by

Applicant. Clerk \_\_\_\_\_ Date \_\_\_\_\_

*White Copy – Township*

*Yellow Copy-Township*

*Pink Copy-Applicant*

## **BLACKMAN TOWNSHIP ZONING APPLICATION INSTRUCTIONS**

*(Please print or type all information)*

### Section 1: Application for:

- Check the appropriate type of request.
- Use a separate application for each type of request.
- Note the filing dates at the right.

### Section 2: Applicant Information:

- Applicant name(s). (If a corporation, partnership or different than the owner, a letter of authorization must be attached.)
- Phone – list area code, plus number, and extension number if available. (Please note it is a home or work number, or list both numbers.)
- Address – list street number, full street name, city, state, and zip code.
- Bottom line – use this line for additional information such as times available to be contacted.

### Section 3: Owner Information:

Same requirements as Section 2 except letter of authorization is not necessary if the owner is the applicant.

### Section 4: Property Information:

- Address or location – this requires either the street number, full street name and zip code or the full street name with nearest intersection, lot number of a subdivision, unit number of a condominium project, or other detail that will help locate the property.
- Permanent parcel # - this is a fifteen (15) digit number which identifies the property and can be found on the property tax statements or is available through the assessing office.
- Current Zone District – is available through the zoning office; a lot number in a subdivision, a unit number in a site condominium project, a metes and bounds number or the permanent parcel number is necessary in order to locate the current zoning district.
- Property size – in length and width.
- All requests must have a legal description attached. This may be obtained from a current tax statement, from the assessing office, or a copy of the property deed.
- Site drawing – survey and pictures are as required by the type of request.

### Section 5: Narrative Description:

- All requests must have attached a narrative description of the use request which includes specifics of the request; in addition, surveys, site drawings, pictures, letters of authorization check lists, legal descriptions and other required letters must be attached as required by the type of application.

Section 6: Is optional but is very important in helping the Township and its various boards to perform their function and will allow the boards to provide the applicant and township residents with the best possible decision.

Section 7: Is for Township use and is used to insure that required fees and documents have been received.

**Zoning Fee Schedule: Changes effective 01/01/02**

Zoning Compliance .....	\$25.00 for all permits
Conditional Use – Home Occupation .....	\$300.00
Conditional Use .....	\$400.00
Zoning Change .....	\$400.00
Zoning Variance .....	\$350.00

**If an application is withdrawn prior to the meeting date – ½ the fee will be refunded to the applicant. If the Planning Commission or Zoning Board of Appeals determines an application was never required, the applicant will be fully refunded.**

**Special Meetings:**

If applicant requires a Special Meeting, other than the regularly scheduled meetings:

Application for Zoning Change:	\$400.00 + \$250.00 (\$650.00)
Application for Conditional Use Permit:	\$400.00 + \$250.00 (\$650.00)
Conditional Use Home Occupation:	\$300.00 + \$250.00 (\$550.00)
Application for Zoning Variance	\$350.00 + \$250.00 (\$650.00)
Application for Site Plan Review:	\$350.00 + \$250.00 (\$550.00)

**Industrial Facility Tax Exemption Application:** \$650.00

**Land Division Application:** Minimum of \$50.00 for description change. Contact Assessing Dept. for additional costs.

**Site Plan Review:**

Commercial, Industrial, Office, Multiple Dwelling, PC-1 and PR-1 Zonings, Conditional Uses, and Site Condominium Projects.

1. Site Plans for PR-1 and PC-1 Zonings and Site Condominium Projects - \$500.00
2. All other Site Plans - \$350.00
3. Administrative Site Plans or renewals with no changes or minor changes - \$175.00