

**RAY TOWNSHIP ZONING BOARD OF APPEALS
APPLICATION FOR HEARING
(8 COPIES)**

APPLICANT/APPLICANT REPRESENTATIVE (PLEASE INDICATE)

Name: _____

Address: _____

City/State: _____

Telephone: _____

E-mail: _____

Location of Property: _____

Legal Description:

Purpose of Appeal:

Dated: _____ Signature: _____

Building Inspector:

Date of order, denial or determination: _____

Reason for order, denial or determination: _____

Violation of Ordinance #: _____, Section #: _____, Regarding: _____

Comments:

Dated: _____ Building Inspector Signature: _____

Board of Appeals

Date Received: _____ Case Number: _____ Public Hearing Date: _____

Action: Approved: _____ Denied: _____ Other: _____

Comments: _____

**PROCEDURES GUIDE
FOR HEARING BY**

RAY TOWNSHIP ZONING BOARD OF APPEALS

This is an informational guide to aid in understanding proper procedure and submission of material for a public hearing by the Ray Township Zoning Board of Appeals. Execution of the application and affidavits, as outlined, can minimize costly delays and confusion.

Any person appealing for a use permitted after special approval or from any refusal of permit, order, requirement or determination from the Ray Township Official Zoning Ordinance, as amended, must submit application for appeal in compliance with the following:

1. The applicant shall obtain, complete and sign eight (8) copies of the Application for Hearing by Ray Township Zoning Board of Appeals, which shall be accompanied by eight (8) copies of supporting data in sufficient detail to convey to the Board the basis for appeal, including:
 - a. Certified and sealed plans, drawn to scale and showing shape and dimensions of lots, structures and lines of proposed structures and alterations or use changes.
 - b. Information regarding property in question, adjacent properties, existing use, proposed use, etc., as may be deemed necessary by the Zoning Board of Appeals.
2. The applicant shall submit all copies of the application and accompanying data to the Ray Township Planning and Zoning Department along with an application fee of \$1,000.00 to cover the expenses of the hearing at least (30) days prior to the date of the hearing.
3. Prior to the public hearing:
 - a. The Zoning Board of Appeals shall serve notice by mail of the time, date, place and purpose of the public hearing to all persons, shown on the latest tax rolls as owners of the property within three hundred feet (300') of the subject site, no less than fifteen (15) days prior to the hearing.
 - b. The township shall publish a notice of public hearing in accordance with the form "Notice of Public Hearing- Ray Township Zoning Board of Appeals no less than fifteen (15) days prior to the hearing.

It shall be understood that an application for hearing of an appeal will not include considerations for any parcel of property other than that described in the application.

Any decision favorable to any applicant shall remain valid only as long as the information or data relating thereto are true and correct and the condition upon which the resolution was based are maintained and not to exceed a period of one (1) year.

Any matter which may be tabled for further action by the applicant and which is not so acted upon within six (6) months shall automatically be considered dismissed.

Any applicant may, with the consent of the Board, withdraw his/her application at any time prior to the final action thereon. The applicant will, however, be charged for expenses incurred to that end.

Refusal or failure to comply with these procedures shall constitute sufficient grounds for dismissal of an application.

1. One (1) copy forwarded (to be returned) to the Building Inspector.
2. One (1) copy kept on file by the planning commission.
3. One (1) copy returned to the Applicant.
4. One (1) copy for the Assessor.

The Township Building Inspector may issue a building permit after receiving a signed copy of the site plan, a septic tank & well approval from Macomb County Health Department, a driveway culvert permits from the Macomb County Road Commission and a determination by the building Inspector that structures meet the building code.

Applicant Acknowledgment

1. I have determined that I cannot comply, or will have difficulty complying with certain requirements of the Ray Township Zoning Ordinance. Therefore, I am requesting a hearing before the Ray Township Zoning Board of Appeals for a variance as noted on the attached application form.
2. I have been informed of my right to apply for this variance and have not been encouraged nor discouraged to file this application by any employee of the township office staff, and I understand that their discussion of this matter is offered for clarification only and does not constitute an assurance of approval.
3. I understand that I may be required by the Ray Township Zoning Board of Appeals to prove hardship imposed by requirements of the zoning ordinance. I have clearly noted the reason for my request and understand the acceptance of this application in no way ensure a granting of my request.
4. I have read the above and understand that the Ray Township Zoning Board of Appeals will determine the merits of my request at a public hearing to be held at their earliest convenience.

Print Name: _____

Signature: _____

Date: _____

Received by: _____