

# Billings Township Zoning Board of Appeals

1/2

## Zoning Board of Appeal Application Guidelines

### Application Process:

This packet contains the Zoning Board of Appeals Application (Form ZBA-01) and guideline information (Form ZBA-02) that you will need to prepare for your appeal hearing before the Billings Township Zoning Board of Appeals.

The guidelines may not be applicable to all appeal requests, but for those guidelines that are, careful attention to the requirements will help insure a timely resolution of your appeal. The applicant is responsible for the accuracy of all information needed to evaluate an appeal request. Further application questions may be directed to:

Billings Township Zoning Administrator,     Tele: 989-435-4037  
Billings Township Hall                         Fax: 989-435-8356  
1050 Estey Road  
Beaverton, Michigan 48612

The following items are required a minimum of 28 days prior to a regular scheduled Zoning Board of Appeals meeting **before** your application can be transmitted to the Zoning Board of Appeals to schedule your hearing date:

1. Obtain the Zoning Appeals Application (Form ZBZ-01) with Application Guidelines (Form ZBA-02) from the Zoning Administrator. The Zoning Administrator provides the Applicant with the required township public information for completing the application.
2. Obtain a plat map enlarged to show detail such as lot size and adjoining lots or metes and bounds property description if the property is not located in a subdivision.
3. Draw the site plan to scale showing the following:
  - A. Verified property lines
  - B. All existing structures
  - C. All proposed structures, including distances to all lot lines and to the waters edge if applicable. Distances are measured from the structure overhangs.
  - D. Location of any driveways, parking, storage areas, septic tanks, drain fields, well, public and private easements, roads, water frontage, wetlands and other environmentally sensitive areas.
  - E. Pictures, documentation, certificates of survey, or an other information to support your appeal request.
5. Return the completed Zoning Appeal Application following the guidelines to the Zoning Administrator and pay the Zoning Appeals fee as set by the Billings Township Board. No refunds on appeal fee payment unless the appeal is withdrawn 21 days before the appeal hearing date.

**Billings Township**  
**Zoning Board of Appeals**

2/2

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**Hearing Process:**

1. The Zoning Board of Appeals reviews the Zoning Appeal Application for completeness. If the application lacks completeness, it is returned to the Applicant by first class mail.
2. An Appeal Hearing date is scheduled with the Applicant, Zoning Administrator, and Members of the Zoning Board by first class mail upon receiving a completed application. The Zoning Appeal is normally heard at a Regular Zoning Board of Appeals Meeting within 28-60 days of receipt. The Regular Meeting is scheduled the 3<sup>rd</sup> Thursday of each month at 7:00 pm at the Billings Township Hall. The Applicant may request a Special Meeting which would normally be within 21-30 days of receipt.
3. Public Hearing notices are sent out 10-15 days before the Appeal Hearing date to land owners within 300 foot of the appeal property by first class mail.
4. The Zoning Board of Appeals holds the public Zoning Appeal Hearing following the Agenda below: **[Applicant or authorized representative must be present for hearing]**
  1. Introduce Land Use Compliance Application by Zoning Administrator
  2. Introduce Zoning Appeal Application by Applicant
  3. Findings of Fact by Zoning Board of Appeals  
**[see Variance Review Standards]**
  4. Public Comment for and against the Zoning Appeal
  5. Closing Statements by Applicant and Zoning Administrator
  6. Formulate the Appeal Ruling
  7. Call for the Appeal Decision
  8. Issue the Appeal Ruling
  9. Appeal closed
5. The Zoning Board of Appeals distributes the Decision Ruling to the Applicant at the conclusion of the Appeal process. The Township Clerk receives the complete file of the Zoning Appeal Hearing for further distribution and records retention.