

PETITION REQUIREMENTS

Re: Petition for Variance Hearing

Dear Petitioner: After the building inspector denied the building permit and you want to petition for a variance, please call the secretary of the ZBA in step 2 to explain the process, the criteria necessary and the findings required for a variance approval before proceeding to step 1. ZBA contact information can be found on jerometownship.org.

Before a date can be set for your hearing :

1. You must send the required hearing fee
**Check or Money Order for \$300 payable to “JEROME TOWNSHIP”. Mail to:
Jerome Township Treasurer, 737 Beamish Rd, Sanford, MI 48657**

2. Send the Site Plan along with this completed form to:
Zoning Board of Appeals Secretary,
By mail or preferably scan or take photo of documents and send via email
Zoning Board of Appeals
737 W. Beamish Rd
Sanford, MI 48657
Email: zba@jerometownship.org Phone: 989-750-6012

3. SITE PLAN or drawing showing:
 - a. Property dimensions with locations and setbacks of structures
 - b. Proposed changes.

4. FILL IN THE FOLLOWING INFORMATION
 - a. Date Building Inspector denied building request:
 - b. Your Variance REQUEST: _____

 - c. Tax code of subject property _____
 - d. Name of Owner of property _____
 - e. Address of property _____
 - f. Your address _____
 - g. your phone _____
 - h. your email _____

YOUR SIGNATURE: _____ **DATE:** _____