

**KASSON TOWNSHIP
PLANNING/ZONING APPLICATION
ADDENDUM – ZBA PETITION**

Prior to completing this addendum to the ZBA Petition, the Applicant(s) should review the Kasson Township Zoning Ordinance, in particular Sections 11.3, 11.4, and 11.5, and any other section(s) of the Ordinance that applies to your petition. A copy of the Ordinance may be obtained from the Kasson Township Clerk.

Applicant Name(s) _____

Tax Parcel Number(s) _____

Type of Petition Variance Administrative Review Interpretation and Classification

NATURE OF PETITION:

State specifically what you are requesting. Please summarize your question, problem or request and reference the specific section(s) of the Zoning Ordinance that are involved (such as a setback variance, Ordinance interpretation, etc.). Use additional sheet(s) if necessary.

EFFECT OF THE REQUEST ON THE APPLICANT(S):

State specifically the problem(s) and/or hardship(s) that would be created for you, the petitioner, if your request were not granted. Use additional sheet(s) if necessary.

**KASSON TOWNSHIP
PLANNING/ZONING APPLICATION
ADDENDUM – ZBA PETITION**

EFFECT OF THE REQUEST ON OTHER PROPERTIES:

If your request is granted, what effect will it have on the area? Does your request represent a change in the types of uses permitted? Will it hamper access by emergency services (vehicles or personnel)? Will it hamper or restrict light, air, or access to adjacent properties? Will it in any other way create any problems or concerns to other properties in the area? Use additional sheet(s) if necessary.

DRAWINGS AND SITE MARKINGS:

Where applicable, a scale drawing(s) indicating the following information shall also be attached to the application:

- A drawing of the subject site, lot, etc. with property line dimensions
- The size and location of existing buildings and specific uses on the site
- The size and location of any proposed buildings and/or uses on the site, including overhangs
- Existing buildings and/or uses on adjacent properties
- Existing and proposed setbacks to buildings on the subject site and to buildings on adjacent parcels along any common property lines.

Additionally:

- Property lines and proposed structure dimensions, including overhangs, must be staked and flagged at the site
- In the case of side and rear yard setback variance requests, the applicant may be asked to provide a current staked survey and survey drawings showing property boundaries and the location of structures relevant to the request

Please attach pictures that will help clarify your request, if applicable.

GENERAL REQUIREMENTS

The Zoning Board of Appeals (ZBA) has been created to offer reviews and decisions when:

- an interpretation of the Zoning Ordinance is questioned
- a zoning district boundary is questioned
- an order or decision of an administrative official or body is questioned
- the Zoning Ordinance empowers the ZBA to hear specific land uses
- a variance from the strict interpretation of the ordinance is sought to avoid a specific hardship

**KASSON TOWNSHIP
PLANNING/ZONING APPLICATION
ADDENDUM – ZBA PETITION**

GENERAL REQUIREMENTS (continued)

A hardship must involve a unique situation rather than one which represents a minor inconvenience. The ZBA is not a legislative body. It does not have the power to rezone or change uses. Any decision of the ZBA must comply with the basic spirit and intent of the ordinance while maintaining the public health, safety, and welfare of the area and the community at large. If your request represents a significant change from the established intent of the Zoning Ordinance, then an amendment to the Zoning Ordinance may be the proper solution.

In order to expedite your request, it is important that you submit certain basic information to allow the ZBA members the opportunity to properly understand and consider your request. When providing the required basic information, you may also attach any additional information that you feel will be useful in considering your petition.

PROCESSING PROCEDURE:

Upon completion of the petition, submission of the required fee, and at least ten (10) copies of the entire petition and appropriate addendum (including the related materials, attachments, and/or exhibits), the Zoning Administrator (or appointee) will review for completeness. You will then be notified when to appear before the ZBA at a public hearing. This hearing will only be scheduled when it is found that your petition is complete and all necessary information is included. An incomplete or inaccurate petition will be returned to you resulting in an unnecessary delay. Failure to provide the ZBA accurate information in your petition may result in forfeiture of some or the entire required petition fee.

At the public hearing, the ZBA may take the following actions:

- Approve your petition, subject to the terms and conditions specified in your petition
- Approve your petition, subject to amended and/or additional terms and conditions that the ZBA feels are reasonable and appropriate to maintain the health, safety, and welfare. This may include financial or other guarantees that will ensure your compliance with the stated terms of approval.
- Deny the request as not being in the public interest and as being contrary to the basic spirit and intent of the Zoning Ordinance
- Table the request, pending clarification of any additional problems, questions, or additional information that the ZBA may require as a result of the public hearing.

<p style="text-align:center">SUBMIT THE REQUIRED FEE, TEN (10) COPIES OF THIS PETITION AND ADDENDUM (INCLUDING ALL ATTACHMENTS, DRAWINGS, EXHIBITS, PHOTOGRAPHS, ETC.) TO THE KASSON TOWNSHIP ZONING ADMINISTRATOR</p>
