

Application for Appeal of the Montcalm County Construction Ordinance

Property Owner			
Mailing Address			
City	State	Zip Code	
Phone number		Email	
Site Address		Parcel Number	
Township		Section	
Contractor			
Address	City	State	Zip
Phone number		Email	

Applications for an appeal shall include a letter of explanation stating the specific need for a variance of the Ordinance and a complete site plan no larger than 11 x 14 inches showing:

- All existing property lines including road right of ways, easements, utilities, etc.
- All buildings existing on the property and exact distances from the property lines.
- Proposed construction and distances to property lines.
- Existing and/or proposed septic systems and well locations.
- Any neighboring buildings on adjacent property that are within twenty (20) feet of the new construction.

Any letters of approval from adjacent property owners should be submitted with this application.

A public meeting will be held for the appeal at the next regularly scheduled Board of Commissioners meeting on the 4th Monday of the month, providing there is adequate time to notify, by mail, anyone within 300 feet of the proposed site.

A non-refundable fee of **\$250.00** shall be submitted along with this form, the letter of explanation, and the site plan to the Montcalm County Controller's Office.

Signature of Applicant

Date