

**ALAMO TOWNSHIP**  
7901 North 6<sup>th</sup> Street  
Kalamazoo, MI 49009

**VARIANCE, NON-CONFORMING USE APPROVAL**  
**OR OTHER ADMINISTRATIVE ORDER**

**APPLICATION**

(Ordinance 46 – Section 8.8)

**ATTENTION:** Zoning Board of Appeals

**DATE:** \_\_\_\_\_

**FEE:** \$500.00

**Instructions:** Please file 5 (five) sets of the completed Application (including all supplemental documents). If additional space is needed for any of the questions please note “see attached” on the application and clearly label each supplemental response.

1. Action requested: \_\_\_\_\_ variance  
\_\_\_\_\_ approval of non-conforming use change  
\_\_\_\_\_ other administrative relief

2. List the complete name, address, telephone number and e-mail address for all applicants:

Name	Street Address	City, State, Zip	Telephone	E-Mail
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Name	Street Address	City, State, Zip	Telephone	E-Mail
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3. Parcel Number: \_\_\_\_\_

4. Parcel Address: \_\_\_\_\_

5. Specific Relief Requested (if a variance is sought, cite the section of the Ordinance and the specific reason a variance should be granted): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Over please.

6. Provide a scaled and labeled site plan drawing incorporating all of the listed components:
- A. Dimensions
  - B. Roads and driveways
  - C. Existing structures on the property, their use, and dimensions
  - D. Proposed construction site including front, rear and side setbacks, proposed dimensions and distances from existing structures
  - E. Existing or intended use of proposed construction
  - F. Location of any streams, creeks, drains and/or power lines
  - G. Approximate locations of structures on adjacent properties

7. Legal description of the parcel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If persons listed in Question 2 do not own the property, list the name, address, telephone number, e-mail address of owner(s) and relationship of applicant(s) to owner:

Name	Street Address	City, State, Zip	Telephone	E-Mail
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Relationship of applicants to owners and authority to file this application: \_\_\_\_\_  
\_\_\_\_\_

Applicant and/or owner, as part of this application, agree all notices required by State law, ordinances or adopted rules may be posted on the affected property and Township officials shall have access to the above listed property for purposes of evaluating the application and its contents.

Date application was filed: \_\_\_\_\_

\_\_\_\_\_  
Applicant(s) signature

\_\_\_\_\_  
(Township Use: Date of Receipt)