

**SECORD TOWNSHIP  
Gladwin County, Michigan**

**REQUEST FOR LAND USE VARIANCE**

The Secord Township Zoning Ordinance affects construction proposed at the following site:

Property Tax ID: \_\_\_\_\_ Section No. \_\_\_\_\_  
Subdivision and No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Date Fee Paid \_\_\_\_\_ Amount: \_\_\_\_\_ Check No. \_\_\_\_\_  
Rec'd by \_\_\_\_\_

**Applicant please note: All questions must be answered fully for permit to be processed, paying particular attention to the following paragraph:**

On an attached sheet(s) sketch all existing buildings and proposed construction. Include **ALL** measurements (property lines, house, outbuildings, well, septic system, etc.) Proposed building(s) must be staked out. The Ordinance requires \_\_\_\_\_ feet from rear property line, \_\_\_\_\_ feet from front line, or water, and \_\_\_\_\_ feet from side lot lines.

Variance request is to \_\_\_\_\_

---

Request made by (if not home owner) \_\_\_\_\_ Phone No. \_\_\_\_\_  
Homeowner \_\_\_\_\_ Phone No. (here) \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. (home) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Applicant is liable for any attorney, engineering, or consultant fees incurred by the municipality.**

**Applicant agrees to allow Secord Township Officials to examine property prior to hearing.  
Application for variance and payment of fee does not ensure granting of variance. Fee is non-refundable once application is processed.**

**Variance will expire if not acted upon within one year from date of hearing.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ZONING BOARD OF APPEALS ACTION**

As authorized by the Secord Township Board, I affirm that the requested variance is:

**GRANTED** \_\_\_\_\_ **DENIED** \_\_\_\_\_

With Conditions \_\_\_\_\_

The allowed Variance shall conform to the following: \_\_\_\_\_

---

Date \_\_\_\_\_

Chairman: Zoning Board of Appeals \_\_\_\_\_

## Instruction Sheet for Secord Township Variance Application

The plan which you have proposed for your property requires a Variance to the Secord Township Zoning Ordinance. The following information is necessary to ensure that the Zoning Board of Appeals has all the information needed to process your application in the most efficient manner possible. When you have completed and signed this form, return it with a completed sketch to the Zoning Administrator.

Note that in Variance requests, you must demonstrate exceptional, extraordinary circumstances or conditions which apply only to the property in question. Ask yourself: Have alternative placement options been explored?

**NOTE: If all the following measurements and/or conditions have not been met, your Variance will be denied.**

**These instructions must be followed fully and carefully:**

1. On an attached sheet(s), sketch all existing buildings and proposed construction.
2. **Include all measurements of:**
  - a. Property lines and lot dimensions
  - b. House
  - c. Outbuildings
  - d. Well
  - e. Septic tank and leech field
3. Proposed building must be **physically staked out**.
4. It is the applicant's responsibility on Variances dealing with Roadside Property Lines to know where the Property Line is and what the Right of Way is (size of road).
5. Must include North Arrow.
6. It is to the property owner's advantage to have the land surveyed where property lines are in question.
7. Be aware of overhead power lines. Distance should be 15 feet in all directions (right of way). When there is any question regarding distance from power lines, Consumers Power Co. **MUST** be called. They will send a person to inspect.
8. When building a garage, the driveway must be at least 22 feet from edge of roadway to garage door.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_