

## **CONSTRUCTION BOARD OF APPEALS APPLICATION**

### **SUBMISSION REQUIREMENTS**

The following questions must be answered completely. Please attach all additional sheets and/or exhibits to this application. Please attach a site plan showing:

- Property Lines
- Location of all Structures
- Construction details of the proposed building and in particular the area(s) of the structure for which the variance is requested.

### **APPLICANT INFORMATION**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **PROPERTY INFORMATION**

Physical Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Platted / Unplatted: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List of all Deed Restrictions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **SUBMISSION**

Has a variance application previously been submitted for this property?

☐

Yes

☐

No

I hereby request that the Saugatuck Township Construction Board of Appeals grant a variance for the issuance of a permit for the property listed above, for the purpose of:

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The specific section of the Code or decision being appealed is:

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### **BASIS**

**Code Interpretation:** Do you believe the true intent of the Construction Code—or rules legally adopted under it—has been misinterpreted? If so, please explain:

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**Practical Difficulty:** Describe how applying the specific requirements of the Construction Code literally would create a practical difficulty or unnecessary hardship:

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**Equivalent or Better Construction:** Are you proposing an alternative method or material that you believe is equal to or better than what the Code requires? If so, explain how it meets or exceeds the Code's intent and performance standards:

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**Adequacy for Intended Use:** Do you believe your proposed construction method is suitable for its intended use and does not significantly deviate from Code performance requirements? If yes, explain:

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**Unique Conditions:** Explain how the specific conditions justifying your variance request are unique and not so common or recurring that a Code amendment would be more appropriate:

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### **AFFIDAVIT**

The undersigned affirms that they are the legal owner, lessee, or party with vested interest in the property subject to this application. If the requested variance is approved, construction is expected to begin on \_\_\_\_\_ and be completed by \_\_\_\_\_

All information provided in this application is true and accurate to the best of our knowledge and belief.

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

### **FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_

Date \_\_\_\_\_

Fee \$ \_\_\_\_\_

Received By: \_\_\_\_\_

Date \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Action: \_\_\_\_\_

Decision: \_\_\_\_\_

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**APPLICATION UPDATED MAY 2025**