

Village of Marcellus
177 E Main St
PO Box 429
Marcellus, MI 49067
269-646-5485

**Mail application and check
to: Village of Marcellus
SAFEbuilt, Inc.
P.O. Box 190
Athens, MI 49011**

Permit #	
Fee	\$1,000.00 Escrow
Method of Payment	
Date Received	
Date Deemed Complete	
Received By	

MAKE CHECK PAYABLE TO VILLAGE OF MARCELLUS

APPLICATION FOR VARIANCE

A drawing (site plan shown from a "bird's eye" view) indicating property lines, location of all buildings presently on the property and the location of the proposed new structure(s), must be submitted with this application. The site plan should also include measurements from your new project to property lines and distances between all structures. An application will not be deemed complete or processed until the permit fee has been paid, a site plan submitted, proof of ownership provided, and this form completed. "Change of Use" applicants are exempt from providing a site plan as indicated and instead, will provide a statement of the proposed new use of the existing structure.

Project Location / Property Owner Information

Street Address

Parcel Number

Zoning District

Name of Property Owner

Address

City, State

Zip

Telephone

Email

Applicant (Contractor / Property Owner Information)

☐ Contractor ☐ Property Owner

Name

Address

City, State

Zip

Telephone

Email

Type of Project (Please mark as many as are applicable)

☐ New Construction

☐ Single Family Home

☐ Addition

☐ Multifamily Home

☐ Alteration / Remodel

☐ Mobile Home or Prefabricated Home

☐ Change of Use (Current Use _____)

☐ Attached Garage

☐ Other _____

☐ Detached Garage

☐ Accessory Building (Other)

☐ Fence

☐ Deck / Porch

☐ Commercial Building

☐ Other _____

Building Characteristics

The proposed building characteristics of this project are as follows:

Feet	Description	Detail
	From front lot line, measured from	☐ Center line of road ☐ Right of way line
	From front lot line on a body of water	Measured from the high water mark
	From rear property line	Measured from the rear property line
	From right side lot line	Determined from the road looking at the lot
	From left side lot line	Determined from the road looking at the lot
	From any and all existing structures	Determined from closest point on each structure
	Wall height of proposed structure	Determined from average undisturbed grade
	Ground to peak height of proposed structure	Determined from average undisturbed grade
	Proposed structure length	From widest point of structure
	Proposed structure width	From widest point of structure
	Square feet of gross floor area	Total square footage of structure
	Square feet of living space	Finished space for living for habitation
	Total lot coverage	Total lot coverage of all structures
	Distance from lake, stream, shore, pond	To be measured from high water mark
	Agricultural Use (100%) ☐ Yes ☐ No	If yes, Letter of Understanding required.

I, the undersigned, affirm that the foregoing answers, statements, and information and any attachments are in all respects true and correct to the best of my knowledge and belief. I understand that the Zoning Variance applied for, if granted, is issued on the representations made herein and that any Zoning Variance subsequently issued may be revoked because of any breach of representations or conditions, or because of the lack of continued conformance with zoning ordinance requirements. I understand that incomplete applications which also includes application fees will not be processed. Incomplete applications will be closed after 45 days, applicant will have to re-submit including all applicable fees. I, the undersigned, fully understand that acceptance and/or approval of this application for Zoning Variance does not confer approval by any other municipal entity. I, the undersigned, authorize the Zoning Administrator and any other person authorized by the Zoning Administrator, to enter onto the property subject to this permit hereon for the purpose of conducting inspections for compliance. Failure by the undersigned to permit such inspections shall result in the Zoning Variance being denied, or immediate termination of the Zoning Variance that has been issued. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and agree to conform to all applicable laws of the State of Michigan. I understand that the Zoning Administrator may require that a survey be performed to verify information regarding the property and/or buildings and/or structures located on the parcel. I understand that incomplete applications, or applications that have been denied, will only be held open for 45 days. After 45 days, a new application will have to be submitted along with new application fees.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER SIGNATURE

DATE

OFFICIAL USE ONLY

☐ Approved

☐ Approved with Conditions

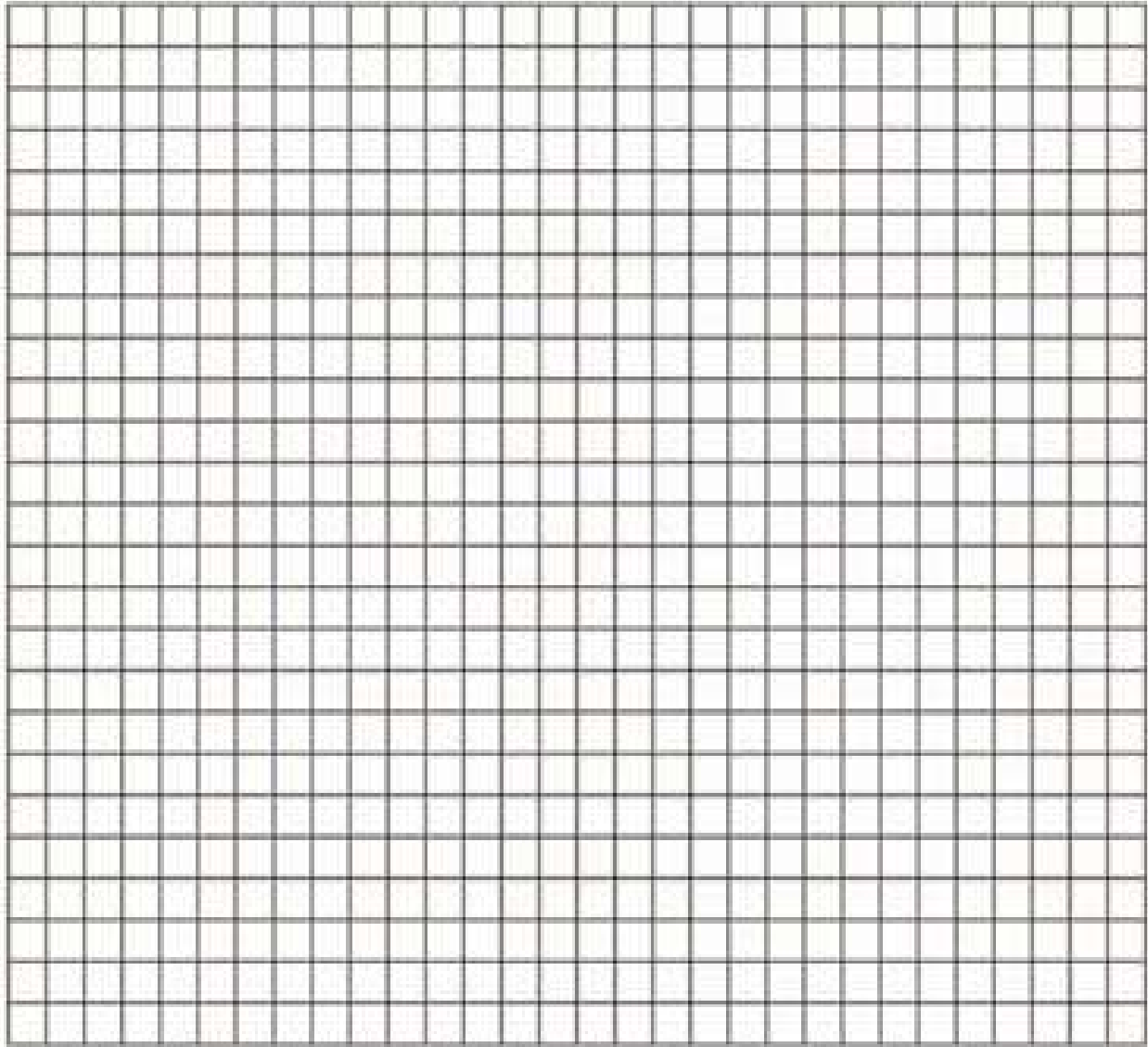
☐ Denied

Zoning Administrator Signature

Zoning Board of Appeals Chair Signature

Site Plan / Plot Plan

Place the NORTH ARROW in the CORRECT DIRECTION here: _____



Required information includes, but is not limited to:

1. The location, shape, area and dimension of the lot.
2. The location, dimensions, and height of any and all existing and/or proposed structures to be erected, altered, or moved on the lot. Measurements from all property lines and other structures shall be included. Measurements shall be from widest point of structure to widest point of structure.
3. All streets that adjoin the property.
4. All front, side and rear yard setback dimensions, and where such dimensions are measured from.
5. Location of any lakes, streams, ponds or wetlands, on or adjoining the property.
6. Configuration of existing and/or proposed driveways.
7. Location of any existing and/or proposed septic system, drain field and well easements or right of ways.
8. Location of any existing and/or proposed legal easements.

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.