



**CITY OF COOPERSVILLE**  
**289 DANFORTH STREET**  
**COOPERSVILLE, MI 49404**  
**616-997-9731 PHONE ♦ 616-997-6679 FAX**

**APPLICATION FOR ZONING BOARD OF APPEALS / VARIANCE**  
**SECTION 1244 OF THE CITY OF COOPERSVILLE CODIFIED ORDINANCE**

(APPEAL OR VARIANCE REQUEST)  
**\$250.00 \***

**\*Plus professional costs**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Property address: \_\_\_\_\_

Permanent parcel number: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Requesting:     \_\_\_ Appeal                     \_\_\_ Variance

State the nature of the appeal or variance request: \_\_\_\_\_

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

State your reason for requesting a variance, and why it is impossible for you to comply with the present Zoning Ordinance as it is written: \_\_\_\_\_

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

**All plans presented to the ZBA require ten (10) copies of a complete site plan containing all of the information required by Section 1284.05 of the City of Coopersville Zoning Ordinance along with this application form. The material must be submitted to the Zoning Administrator no less than thirty (30) days prior to the date that the ZBA reviews the application and site plan.**

**The applicant should retain the attached instructions. It is the applicant's responsibility to meet the requirements of the City of Coopersville Zoning Ordinance in all respects. Copies of the Ordinance may be obtained from Coopersville City Hall or [www.cityofcoopersville.com](http://www.cityofcoopersville.com).**

**I hereby attest that the information on this form is, to the best of my knowledge, true and accurate. I hereby grant permission for members of the City ZBA to enter the subject property for the purpose of gathering information related to this request.**

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY			
Date application was filed: _____	Fee \$250.00: _____	Date paid: _____	
Date of the ZBA Meeting: _____	Date of Public Hearing: _____	Date Advertised: _____	
Property notices sent: _____	Appeal/Variance: _____	Approved _____	Denied _____
Conditions of approval (if any): _____			
Zoning Administrator signature: _____		Date: _____	

**REFERENCE: SECTION 1244.07 FROM THE CITY OF COOPERSVILLE CODIFIED ORDINANCES**

**SECTION 1244.07 SUBMITTAL REQUIREMENTS FOR ADMINISTRATIVE APPEALS AND VARIANCE REQUESTS**

- (a) All petitions for administrative appeals and variance request shall be in writing, signed and filed in triplicate with the City Clerk.
- (b) All petitions for administrative appeals and variance requests shall contain the following, when applicable, as determined by the Zoning Administrator:
  - 1) The name and address of the petitioner, who shall have a legal or equitable interest in the land subject to the petition;
  - 2) The name, address and interest of every other person having a legal or equitable interest in the land subject to the petition;
  - 3) The street address and legal description of the property subject to the variance request;
  - 4) An adequate description of the administrative appeal or variance request;
  - 5) The present and proposed use of the property; and
  - 6) A preliminary site plan in accordance with Chapter 1284 of this Zoning Code, if otherwise required by this Zoning Code or if desired by the appellant or applicant, or a scale diagram or diagrams showing the property subject to the variance request with tall public and private rights of way and easements; location, dimensions, and use of existing and proposed structures; watercourses; curb cuts; and uses, lots and parcels of land within 300 feet of the property proposed for rezoning. This diagram shall be drawn to scale of 100 feet to the inch.
- (c) Upon examination and approval of the application as to form, the City Clerk shall transmit the application to the Board of Zoning Appeals, which shall process the petition as provided in this Zoning Code.