

Charter Township of Mundy

Zoning Board of Appeals Procedural Rules

THESE RULES ARE FOR THE PROCESSING OF ALL MATTERS BROUGHT BEFORE THE APPEAL BOARD AND ARE TO GOVERN THE PROCEDURES OF THE ZONING BOARD OF APPEALS.

THEY MAY BE AMENDED FROM TIME TO TIME IN THE SAME MANNER AS ADOPTED HEREIN.

1. Any matter brought before the Appeal Board shall have a Thirty (30) minute time limitation on presentation by any Petitioner seeking action by the Appeal Board.

Such time limit may be extended for good cause, as determined by the Board. Amongst such considerations may be:

- the complexity of the issue;
- the nature of the issue;
- availability of supplying written material to the Appeal Board before hearing or meeting date, in lieu of oral presentation;
- other agenda items;
- other matters previously addressed of substantially the same nature.

2. No matter shall be presented to the Appeal Board for at least One (1) year after the matter was last presented to the Appeal Board. This once a year rule shall not apply if the proposed presentation is substantially different from the previous request and presentation. Such determination of the difference shall be made by the Appeal Board.

3. Any deviation from these rules shall be by a Two-Thirds (2/3) majority vote of the Board of Appeal Members, and shall be held before the item will be accepted. This will mean that an individual will have to appear at one meeting to seek a deviation from the rule, and if granted such, the item will have to be placed on the agenda at the next available time.

4. All matters to be presented to the Appeal Board shall be submitted upon deadline of the application presented to the Secretary of the Appeal Board at least ~~Two (2) weeks~~ Thirty (30) days prior to the board meeting which it is to be presented. At the time of submitting the request and application all necessary documents, including diagrams and photographs shall also be submitted. If all required documents are not submitted, the submission shall not be received.

Amended Jan 26 2005

5. Agendas and related information is to be mailed to the members of Zoning Board of Appeals prior to each meeting.

Amended Jun 27 2001

6. LIMIT AS TO AGENDA ITEMS.

There shall be only Seven (7) agenda items in total for each meeting:

All items in excess of the allowable numbers for each meeting will be placed on the agenda at the next available open time.

Any continuation of a matter shall be treated as a new matter for scheduling purposes, and shall be treated, for scheduling purposes of the continuation date, as if filed with the Township at the time it is continued.

7. Anytime a corporation, a LLC, or other legal entity is the owner or the applicant for anything before this board; that they present proof that the individual appearing has the authority of that entity to proceed forward with that application.

Amended Jul 22 2015