

Berlin Charter Township Zoning Board of Appeals

Procedures (Revised 9-19-23)

The Zoning Board of Appeals (hereafter ZBA) shall hear and decide all questions which may arise in the administration of the Berlin Charter Township Zoning Ordinance, including the zoning maps. The ZBA shall also review and decide upon all decisions, determinations and actions of any administration official, board or authority charged with the administration and enforcement of the zoning ordinance upon request.

The procedure for bringing a request before the ZBA is as follows:

1. The appropriate fees, and escrow deposit if required, as set by the Berlin Charter Township Board; shall be paid to the Township Clerk or her/his designee.
2. A proper application signed by the applicant shall be filed with the Township Clerk or her/his designee including such records, plans, deeds, etcetera pertaining to the request, including but not limited to:
 - A. Six copies of the legal description of the land.
 - B. Six copies of a legible, dimensioned drawing showing the location of all existing and proposed structures on the property.
 - C. One copy of a notarized affidavit of ownership completed, dated and signed by the owner(s) of the land.
 - D. One copy of any other pertinent data to convey to the ZBA the intent and purpose of the request.
3. An appellant may have the request removed from the agenda by filing a written, signed request for removal with the Township Clerk at least twenty-four hours before the meeting at which the request is to be heard. In the case of removal, all application fees will be forfeited and not returned. If no meeting is held, the escrow will be refunded.
4. If an appellant or his/her representative notifies the ZBA that, due to unforeseen hardship or circumstance, an appearance will not be possible at the scheduled meeting, the request will be heard on the evidence presented and a decision rendered.
5. If an appellant fails to notify the ZBA and does not appear at the scheduled meeting, the request will not be considered and no decision will be rendered. All fees are forfeited.
6. A decision favorable to the appellant shall be valid for a period not to exceed one year so long as the data on which the decision was based remains true and correct; and any conditions on which the decision was based are maintained.

Failure to comply with the above procedures will result in no consideration of the request.