

**THORPE TOWNSHIP  
PROCEDURAL GUIDELINE FOR  
VARIANCE AND CONDITIONAL USE HEARING APPLICATIONS**

Application shall be made to the Zoning Officer on blank forms furnished by the Township and shall include a complete correct legal description. (Photo copy of the recorded deed for contract for deed).

Every application must be accompanied by a plot plan drawn to scale showing the dimensions of the lot, size, location and setback of all existing or proposed buildings, the location of existing or proposed on-site sewage treatment and water systems, adjacent neighbors building setbacks and location and setbacks of sewage and water system. Other information may be requested if deemed necessary by the local government.

Include directions on how to find the property. The affected area or lot should be visibly marked and identification attached to the application.

No application will be processed without all of the required information, the correct legal description, and the required filing fee made payable to the Thorpe Township Treasurer.

All of the above items must be received by the Zoning Officer prior to the prescribed deadline. Contact the clerk or zoning officer for specific dates. \_\_\_\_\_ NO SPECIAL HEARINGS WILL BE HELD.

Where there is unnecessary hardship in carrying out the provisions of this ordinance, an appeal may be made, and a variance may be granted by the Thorpe Township Board. Such variance request may be granted consistent with ? provided that:

1. The condition causing the demonstrated hardship is unique to the property and was not caused by the actions of the applicant (s);
2. The granting of the variance will not be contrary to the public interest or damaging to the rights of other persons or to the property values in the vicinity;
3. the granting of the variance will not be contrary to management policies of the area or management district;
4. the existing sewage treatment system, if applicable, is upgraded to current standards before any additional development is approved. The variance if issued, must require reconstruction of a nonconforming sewage treatment system;
5. no variance shall be granted solely on economic considerations;
6. no variance shall be granted simply because there are no objections; or because those who do not object outnumber those who do, nor for any reason other than a proven hardship.

All decisions by the Board in granting variance, or in hearing any appeals from administrative order, requirement, decision or determination shall be final except that any aggrieved person, department, agency etc. shall have the right to appeal to the District Court within thirty days after receipt of the notice of the decision made by the Board.