

Application Received: \_\_\_\_\_

Zoning Compliance: \_\_\_\_\_

Building Official Review: \_\_\_\_\_

DPW Review \_\_\_\_\_

Fee Paid: \_\_\_\_\_

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## **ZONE CHANGE APPLICATION**

*(Please complete the application in full)*

Requests for amendments to the text of the Zoning Ordinance may be requested from interested individuals to the Planning Commission. An amendment to the zoning district boundaries contained on the Official Zoning Map (rezoning) may be initiated in writing by the owner of the property requested for rezoning, or their authorized representative (authorized in the proof of a legal land purchase option).

All applications for amendments to the Zoning Ordinance, including Zoning Ordinance Map changes (rezoning), shall be submitted to the Zoning Administrator at least **twenty-one (21) days prior to the first consideration** by the City Planning Commission.

If the requested amendment requires a change in the zoning map, the common address, legal description of the area requested for change, and present and proposed district classifications shall be provided. The applicant shall also indicate by map form, the location of the property requested for rezoning. If in the opinion of the Zoning Administrator, Planning Commission or City Council, the information submitted does not provide a clear delineation of the specific area to be rezoned, said Zoning Administrator, Planning Commission or City Council shall require the applicant to submit a boundary survey of the property in question. Said survey to include a written legal description and drawing of the area to be rezoned. The boundary survey, including legal description and map, shall be completed by a Land Surveyor registered by the State of Michigan.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (evening)

Address for consideration: \_\_\_\_\_

Parcel # 61-23- \_\_\_\_\_ Lot size/property size in acres \_\_\_\_\_

Owner (please list all persons having a legal or equitable interest in any of the land affected by the request for rezoning)

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (evening)

Provide the specific section of the Zoning Ordinance to be amended and the proposed text change: \_\_\_\_\_

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

**Provide the following if your request is for a change to the zoning map:**

The common address \_\_\_\_\_.

Legal Description \_\_\_\_\_

The present district classification: \_\_\_\_\_

The proposed district classification: \_\_\_\_\_

Provide a map showing the location of the property to be rezoned.

Provide, in writing, the nature of the amendment.

You may also include photographs or other exhibits if you feel they aid in clarifying your request.

Do association covenants apply?  yes  no ( If yes, submit a copy of written response received from the association.)

Section 23.04 B is attached to this application and is used by the Planning Commission in their consideration of an amendment to the Zoning Ordinance.

ACKNOWLEDGEMENT AND CERTIFICATION:

It is hereby acknowledged that the applicant(s) has fully read and completed the above application. It is also understood that any approval of the Zoning Board of Appeals involving site improvement use and/or construction does not relieve the applicant from obtaining other applicable authorization (for example: site plan approval, building and safety approval, etc.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner if different than applicant

\_\_\_\_\_  
Date

The Planning Commission shall hold at least one public hearing on a Zoning Ordinance amendment. Notices for public hearing are required in the following manner:

1. Notices shall be given no less than 15 days before the date of consideration by publication in a newspaper of general circulation.
2. Notices shall also be given not less than 15 days before the date of consideration by mail to all persons to whom real property is assessed within 300 feet of the property(ies) which is the subject of the notice/hearing/amendment regardless of whether the owners and property are located in the zoning jurisdiction or not.
3. Notice shall also be given not less than 15 days before the date of consideration by mail to one person occupying each structure, unit or spatial area within 300 feet of the property(ies) which is the subject of the notice/hearing/amendment regardless of whether the structure and occupant are located in the zoning jurisdiction or not.
4. Notice shall also be sent by mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, each railroad operating with the district or zone affected.

After the hearing, the Planning Commission should consider adoption of the zoning amendment. Action may be to recommend to the legislative body adoption, or not. The City Council shall review the proposed zoning amendment at their next regularly scheduled meeting. The City Council may hold an additional hearing on the proposed ordinance/amendment if it considers it necessary. The same notice requirement as stated above also applies to City Council if they choose to hold an additional hearing.

The zoning amendment shall take effect 10 days after a "notice of adoption" has been published. The notice of "ordinance adoption" shall be published in a local newspaper within 15 days of adoption.