

## Zoning Amendment Requests Planning Commission A Step-By-Step Guide



**SUBMISSION OF REQUEST** - Applicant will submit request <u>at least 30 days</u> before the next regularly scheduled Planning Commission meeting (third Thursday of the month) to the Zoning Administrator for review. The Zoning Administrator shall review the proposed zoning amendment language or change to map. **A copy of the request is sent to the Township Attorney for review.** Fee must be received before any requests are processed.

- REQUEST IS <u>INCOMPLETE</u> Staff will prepare a notice of findings/corrections that will be sent to the applicant. Due to the review time/noticing requirements applicants are encouraged to submit their requests in advance of the 30 day minimum requirement.
- APPLICANT SUBMITS REVISIONS Staff reviews for completeness
- REQUEST IS COMPLETE Staff will prepare notice of public hearing (ad in newspaper, posted on Township web page (optional), Township Facebook page (optional), posted at Township Hall). Noticing must be at least 15 days prior to meeting date.
- PUBLIC HEARING Applicant shall present their request to the Commission along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.
- PLANNING COMMISSION REVIEW The Planning Commission will review the request for compliance and make a recommendation to the Township Board.
  - **TOWNSHIP BOARD ORDINANCE REVIEW COMMITTEE** After recommendation from the Planning Commission, staff will prepare a memo and supporting documents for the Township Board Ordinance Review Committee's consideration.
  - **TOWNSHIP BOARD REVIEW** After recommendation from the Ordinance Review Committee, Staff will prepare a Township Board agenda request form and memo for the next Township Board meeting.
  - **FINALIZE REQUEST** The Clerk will place a notice in the newspaper for adoption of the ordinance amendment. Staff will prepare the necessary changes to the ordinance and upon the waiting period make changes to the web page and process the necessary hardcopies.

(Jan. 2020)



Planning & Zoning 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

## **Zoning Amendment Request**

**Please Print** 

Zoning Amendment Request Requirements					
the agenda. Notice of the Public publication in a newspaper and posineeds to be submitted with the applyour request to the Planning Comm	Hearing shall be he ting in Township Hal lication. You or your mission and to ansy	Township Planning Commission meeting to be placed on eld before the Planning Commission. Notice shall include II. Fee for Petition of Zoning Amendment is \$750.00 which representative should be present at the meeting to explain wer any questions. After the public hearing, the Planning hip Board. The Township Board will consider final action on			
Applicant Information					
Name of Owner:					
Address:					
Phone #: Cell#	<b>#</b> :	e-mail:			
Name of Agent (if applicable):					
Address:					
Phone #: Cell#		e-mail:			
Property Information					
Address:		Parcel #			
Present use of Property:					
This area is ☐ un-platted, ☐ will be platted ☐ is platted — Name of Plat:					
RE-ZONE AMENDMENTS					
☐ Re-Zone: Rezone Parcel #		from to			
Attach narrative stating the reason for the change.					
		rmit or re-zoning on this land ben made in the past?			
☐ Yes ☐ No If yes when	n	Decision:			
Y Please answer the following questions or provide the following information:					
State specifically the reason for this Amendment request at this time					
Legal Description of Property affected					
List of Deed Restrictions (cite Liber & Page)					
Names and addresses of all persons, firms or corporations having a legal or equitable interest in the land					
Will this re-zoning be in conformance with all adopted development plans of the Township?  Will this re-zoning be in conformance with all adopted development plans of and Manistee County?					
What do you anticipate the impacts of the proposed zone change on the adjacent property to be? What steps					
do you propose to take to mitigate any negative impacts associated with the proposed change?					
Does the proposed re-zoning conform to the plans? If not, why should the change be made? Please be specific,					
brief and attach any supporting documentation which substantiates your claim. This could include an allegation					
that the existing zoning is in error which would be corrected by the proposed change, or that specific changes					
or changing conditions in the immediate area make the re-zoning necessary to promotion of public health,					
safety and general welfare.					

## **Site Plan Requirements**

## May be waived by the Zoning Administrator

Attach a site plan drawn to the scale of one (1) inch equals (10) feet, showing all existing structures on the property, all proposed structures and marking those structures that will be removed or razed. Also, the general shape, size and location of all existing structures within 100 feet of the property along with their uses shall be depicted on the site plan, along with all abutting roads, streets alleys or easements.

TEXT AMENDMENTS				
☐ Text Amendment:				
Amend Article Section to [ d	lelete, 🗖 supplement, or 🗖 clari	ify] the Onekama Township		
Zoning Ordinance.				
Attach copy of proposed ordinance language.				
Attach narrative stating the reason for the change.				
For text amendments to add additional uses to a land use district answer the following questions:				
Is the proposed land use already provided elsewhere in the Ordinance?				
Is the proposed land use compatible with uses already permitted in the land use district?				
Does the proposed land use comply with the Master Plan?				
Does the proposed land use contribute to the character of development envisioned in the Master Plan?				
Would the proposed land use be appropriate anywhere in the land use district?				
Would it be more appropriate to address the need by special use permit?				
For text amendments to change or add additional regulations or standards answer the following questions:				
Does the proposed rule, change or addition help reinforce the Master Plan?				
Is the proposed rule, change, or addition in keeping with the spirit and intent of the Ordinance?				
Authorization				
CERTIFICATION AND AFFIDAVIT:				
The undersigned affirm(s) that he/she/they is/are the $\square$ owner, $\square$ owner's representative, involved in the petition				
and that the answers and statements herein contained and the information submitted are in all respects true and				
correct to the best of his, her or their knowledge and belief.				
Signature:	Date:			
Signature: Date:				
By checking this box permission is given for Planning Commission Members to make a site inspection if desired.				
Office Use Only				
Fee: ☐ \$750.00 Receipt #				
Date Received:	Hearing Date:	PC -		