



APPLICATION – REZONING

Planning Department • 1401 W. Herbison Road • DeWitt, MI 48820
Phone: 517/669-6576 • Fax: 517/669-6496

Applicant – Please indicate the following:	
Current Zoning District(s):	
Requested Zoning District(s):	

PLANNING DEPARTMENT USE ONLY
Application Received: _____
Case #: _____
Tax ID: _____
Fee: _____
Receipt #: _____

I. APPLICANT INFORMATION

Applicant Name _____
 Address _____
 Telephone Number _____ Interest in Property (owner, tenant, option, etc.) _____
 Contact Person _____ Telephone Number _____
 Email _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed authorization from the owner. I, property owner, consent to allow the applicant to move forward with their proposal as described on this document.

Printed Name _____ Date _____
 Signature _____

II. PROPERTY INFORMATION

Owner _____ Telephone Number _____
 Property Address _____
 Legal Description: If in a Subdivision: Subdivision Name _____ Lot Number _____
 If Metes and Bounds (can be provided on separate sheet):

III. REQUEST DESCRIPTION

A. Site Area

Indicate the size of the site subject to the request for change of zoning:
 In square feet (if under one (1) acre): _____
 In acres (if over one (1) acre): _____

B. Comprehensive Development Plan

Future Land Use Designation (from Comprehensive Development Plan): _____

Does the proposed Zoning District conform to this designation? YES NO

C. Available Services

Public Water YES NO

Paved Road(s) (Asphalt or Concrete) YES NO

Public Sanitary Sewer YES NO

Public Storm Sewer YES NO

Note: Health Dept. Certification may be required where public water and/or sanitary sewer are not available.

D. Current Use

Are there any structures currently on the property? YES NO

If so, describe the number of structures, square footage, and each use (attach additional sheets, if necessary):

Number of Structures: _____	Structure #1: Use: _____	Square feet: _____
	Structure #2: Use: _____	Square feet: _____
	Structure #3: Use: _____	Square feet: _____

E. Soils Data

Has soil bearing capacity and septic suitability of the ground been tested? YES NO

If so, provide a minimum of 5 hard copies and 1 digital copy. Note: such testing may be required if conditions warrant.

IV. APPLICATION MATERIALS

The following is a checklist of items that generally must be submitted with applications for Rezoning. The applicant must submit a minimum of 5 hard copies and 1 digital copy of any documents that are larger than 11" by 17". Incomplete applications will not be processed.

- Completed application form
- Plot Plan or Survey of area proposed for Rezoning (see "A" below)
- Legal description of area proposed for Rezoning
- Proof of ownership or owner authorization to request Rezoning
- Fee (see "B" below)
- Any other information deemed necessary

A. Plot Plan

The Plot Plan or Survey shall be drawn to a readable scale and shall show all of the following information unless otherwise stated:

1. Existing structures and parking areas, with setback dimensions from property lines
2. Survey pins or monuments
3. All easements on the property
4. Overhead and underground utilities
5. Floodplain and wetlands
6. Topography (where land characteristics have a bearing on the request)
7. Surface drainage, indicated by directional arrows
8. Existing zoning and use of surrounding properties

B. Application Fee

All requests must be accompanied by a fee, as established by resolution of the Township Board of Trustees. The fee schedule for Rezoning requests is as follows:

One (1) acre or less	\$290.00
Each additional acre or fraction thereof	\$55.00
Maximum fee	\$1,000.00

V. APPLICATION DEADLINES

Complete applications must be received at least one (1) week in advance of a Planning Commission meeting. The application will be received by the Commission at that meeting, and a public hearing will be scheduled on the agenda of the following month's meeting. The Planning Commission will make a recommendation to the Board of Trustees, which has the final authority to approve or deny an application for Rezoning.

Planning Commission meetings are held on the first Monday of every month. The Board of Trustees will consider recommendations from the Planning Commission at their regular meeting on the fourth Monday of the month, UNLESS the recommendation is made in December, when it will be considered at the regular meeting on the second Monday in January. If any Monday is a Township recognized holiday, the meeting is held on the following day (Tuesday).

VI. STAFF REPORT

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Rezoning. The report will explain the request and review whether it complies with the standards in the Zoning Ordinance and the Comprehensive Development Plan. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed, emailed, or picked up by the applicant in the Planning Department. For more information regarding rezoning requests, please refer to the Zoning Ordinance.

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises to determine compliance with the requirements of the Zoning Ordinance district requested by the applicant and compliance with conditions precedent to the granting of the Zoning District change requested.

Signature _____ Date _____