



<b>For Office Use Only</b>	
Planning Board Approval	_____
City Council Approval	_____
Zoning Board of Appeals	_____

**Application for (check one of the following):**

Rezoning: \$200 _____	Zoning Board of Appeals: \$150 _____ (No Public Hearing: \$35)
Planned Unit Development (PUD): \$200 _____	Planning Board Regular Business: \$35 _____ (Includes Sign
Street Vacation: \$200 _____	Reviews, Site Plan Reviews, etc.)
Special Land Use (SLU): \$150 _____	Plat (Includes Preliminary & Final; Use Separate Form) \$200

1. Owner \_\_\_\_\_ Telephone \_\_\_\_\_
2. Address \_\_\_\_\_
3. Applicant/Representative \_\_\_\_\_ Telephone \_\_\_\_\_
4. Address \_\_\_\_\_
5. Address of Subject Property \_\_\_\_\_
6. Legal Description of Subject Property (please supply in MS Word format on disk or via email, if available)  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Total Acreage \_\_\_\_\_
8. Zone Classification: Present \_\_\_\_\_ Proposed \_\_\_\_\_
9. Present Use of Property \_\_\_\_\_
10. Proposed Use of Property \_\_\_\_\_
11. List name, address & interest of every person having legal or equitable interest in land subject to this petition.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that I have a legal or equitable interest in all land subject to this petition and hereby grant permission allowing City personnel on the premises.

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Signature of Applicant/Representative Date

**Fee: \$** \_\_\_\_\_ **Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **REZONING APPLICATION PROCEDURE**

Application must be completed, with support documents, and fee paid before it will be processed. Incomplete applications will not be accepted. Support documents must include a scaled diagram indicating dimensions of property, dimensions and location of all existing buildings in relation to property lines, streets, sidewalk, alleys, easements and other public right-of-ways abutting the property. (Scale shall be 1 inch equals 40 feet, unless otherwise approved by Zoning Administrator for larger projects). Submit a narrative description describing:

1. The proposed use of the property if rezoned; and,
2. Why the subject site is appropriate for the proposed use.

Depending on the proposed zone district classification and/or proposed use, an applicant may be required to submit information regarding the potential impact of the classification and/or use on surrounding properties and the public infrastructure. Examples include, but are not limited to, traffic impact studies, surface water drainage studies, wetland impact determinations, and environmental assessments.

Regular Planning Board meetings are held on the fourth Monday of each month. Applications must be submitted at least thirty (30) days prior to the meeting to be included on the agenda. The application process includes:

1. Application is filed with the Planning Board through the Zoning Administrator. Incomplete applications will not be accepted. Receipt of application by the City does not guarantee placement on next available agenda.
2. Publication of the application and notification to all property owners within 300 feet of the applicant by the City not less than 15 days before meeting.
3. After a public hearing, a recommendation is sent to the City Council, for final action. Entire rezoning process takes approximately three (3) months to complete.

Questions shall be referred to the Zoning Administrator.

The Planning Board will use the following standards to review any request for rezoning:

- ✓ Conformance with the Master Plan
- ✓ Conformance with the Zoning Ordinance
- ✓ Conformance with adjacent zones and uses
- ✓ Whether there is a change of conditions in the neighborhood that supports the proposed rezoning
- ✓ The need for the rezoning at the location proposed

## **OTHER APPLICATION PROCEDURES**

Applications to the Planning Board for PUDs, SLUs and Street and Alley Vacating have the same application deadline as a rezoning. Regular Business applications must be received no less than twenty-one (21) days prior to the meeting. These applications must be submitted with a narrative that describes the project, its need in the community, how it will affect the community and any other relevant information as may be required by the Zoning Administrator or Planning Board. A proposed site plan must also be included that is drawn to scale showing the shape and dimension of lots, existing and proposed buildings to be erected, altered, or use changed. Other information, with regard to the lot or neighboring lots, proposed or existing use may be necessary for review. PUD and SLU applications do not go before City Council.

Zoning Board of Appeals applications are due thirty (30) days prior to the scheduled meeting, which is the third Thursday of each month. Required submittals include the fee, completed application form, site plan and narrative explaining why the requirements of the code cannot be met and detailing the hardship or practical difficulty.

***Required Coordinate System: As required by the City, deliverables shall be in AutoCAD compatible format referenced to Michigan State Plane Central coordinates (NAD83) with International feet as the units, rectified at the base elevation of 1300 feet. Vertical datum: City of Cadillac datum (NAVD 1927 datum).***