

**REZONING APPLICATION**

**CITY OF IONIA**

**Application for Planning Commission Public Hearing and Project Review**

1. Applicant Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone:

(HOME) \_\_\_\_\_ (BUS.) \_\_\_\_\_

Applicant's interest in property:

\_\_\_\_\_

2. Owner Name (if different from above):

\_\_\_\_\_

3. Request:

Rezoning

Special Land Use

Plat

Site Plan Review

PUD

Site Condominium

Other

Project Description:

\_\_\_\_\_

4. Address of Property:

\_\_\_\_\_

5. Legal Description:

\_\_\_\_\_

\_\_\_\_\_

6. Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

7. Size of Parcel: \_\_\_\_\_

8. Applicant's Signature: \_\_\_\_\_ (DATE) \_\_\_\_\_

9. Property Owner's Signature: \_\_\_\_\_ (DATE) \_\_\_\_\_

**OFFICE USE ONLY**

Application #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) Advertised:

Fees Paid: \_\_\_\_\_  
(COMM.) \_\_\_\_\_ (COUNCL) \_\_\_\_\_

Date of Meeting:

Action Taken by Commission:

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

Action Taken by Council:

**REZONING OF PROPERTY**

**I. Items to be Submitted**

A request to rezone property must be submitted to the City Zoning Administrator. The following material is required.

\_\_\_ Application  
\_\_\_ Fee

The application fee covers the cost of advertising the rezoning, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the City to assist in analyzing the rezoning request.

**II. Meeting Dates**

The City Council meets on the first Tuesday of each month at 7:00 P.M.

The City Planning Commission meets on call after receiving an application.

Both the Board and Planning Commission meet in the public meeting room at the City offices.

**III. Processing Period**

A rezoning application usually takes about 60 to 90 days to process.

**IV. Application Procedures**

Whenever an application is filed to rezone property, the following steps are followed in processing the application.

- (1) An application for a rezoning is submitted to the City Zoning Administrator or their representative along with the required fee(s). The application must be signed by the owner(s) of the property for which the application has been submitted.

- (2) Upon receipt of the rezoning application and fee, the Zoning Administrator sets a public hearing date in conjunction with the chair of the Planning Commission.
- (3) Notice of this public hearing is then published in a newspaper of local circulation and notices are sent to occupants and property owners within 300 feet of the boundaries of the property to be rezoned in the following manner:

- a. **Newspaper:** This notice, required by State of Michigan law, must be published not less than 15 days before the hearing in a paper of general circulation within the City.
- b. **Mailing Notice:** A notice must be mailed to all property owners and occupants of dwellings within 300 feet of the boundaries of the property to be rezoned. This mailing list is taken from the most recent City assessment roll. The owner of the property to be rezoned is also notified by mail of the hearing.

The notice is sent not less than 15 days before the public hearing date.

An affidavit of this mailing is made and kept in the City files. A notice is also sent to any utility or railroad that registers its name with the City for purposes of receiving such notice.

In cases where property within 300 feet of the site to be rezoned is within another municipality, the Zoning Administrator will obtain a list of those property owners and occupants in the adjoining municipality which are within 300 feet of the site to be rezoned and mail them a notice.

- (4) A report analyzing the rezoning may be prepared by the City Planner for the Planning Commission.
- (5) The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak on the rezoning. Following the public hearing, the Planning Commission will vote to approve or deny the rezoning. **This vote is a recommendation to the City Council.**
- (6) The recommendation of the City Planning Commission is considered by the Council at the next regular Council meeting along with the written record from the public hearing. **The Council makes the final decision on these requests and may vote to approve or deny the rezoning.**
- (7) The applicant is notified in writing of the final disposition of the rezoning.
- (8) If the rezoning request is approved, the ordinance or summary of the ordinance is published in a local newspaper within 15 days of adoption. The rezoning request is effective upon publication. Following a rezoning, the Zoning Administrator shall arrange to make the appropriate change to the Official Zoning Map.

A copy of a fully dimensioned map at a scale of not less than 1" = 100' should be submitted with the application. Such map should identify the land proposed for rezoning, the existing zoning classification, and use of all land within a three hundred (300) feet of the subject parcels. Further, such map shall indicate all

public and private right-of-way easements bounding and intersecting the land in question.

**The reasons why the current zoning of this property should be changed.**

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The changed zoning designation of the land remains with the land, and does not revert back to another zoning designation when the property sells. Therefore, once a parcel is zoned to a particular classification, the zoning is permanent unless changed by a subsequent rezoning action. Zoning cannot be conditional. That is, a parcel cannot be rezoned for one specific use, and to prohibit other certain uses. Any use permitted within the zoning district is permitted on the property, provided the other applicable regulations of the Zoning Ordinance (lot size, setbacks, etc.) are met. Please state how this rezoning request meets the following standards.

**Standard 1**

*Consistency: Is the proposed zoning and all of its permitted uses consistent with the recommendations of the City Master Plan?*

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**Standard 2**

*Compatibility: Is the proposed district and all of its allowed uses compatible with the surrounding area?*

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**Standard 3**

*Capability: Is the property capable of being used for a use permitted within the existing zoning district?*

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**Standard 4**

*Other Considerations: Will the rezoning require an inordinate expenditure of public funds (road improvements, utility extensions, etc.) to make the development feasible?*

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*What, if any, identifiable conditions related to the property have changed which justify approval of the rezoning request?*

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*Is there sufficient vacant land already zoned in the proposed zoning category?*

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**REVIEW PROCEDURES AND APPROVAL**

- Upon receipt of an application for a rezoning, the Zoning Administrator shall cause notice to be given of a public hearing concerning this rezoning request, in accordance with the requirements of the City Zoning Ordinance.
- Following notice, the Planning Commission shall hold a public hearing on the rezoning request.
- The Planning Commission may recommend approval or denial of the request, based upon review and consideration of materials submitted with the application, comments received at the public hearing, and the above standards.

- The recommendation of the Planning Commission is then considered by the City Council at the next regular City Council meeting along with a written record from the public hearing.