



# Rezoning Application

Submit Applications to City Hall  
Street Address: 114 North Kidd Street Ionia, MI 48846  
Mailing Address: P.O. Box 496 Ionia, MI 48846  
Ph: (616) 527-4170 Website: [www.ci.ionia.mi.us](http://www.ci.ionia.mi.us)

Date of Application: \_\_\_\_\_

Permit Fee: \$370

This application will require action by the Planning Commission and City Council consisting of a project site plan review and two Public Hearings. Applications must be submitted at least four weeks before the intended Planning Commission meeting.

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. Also include with the application a completed rezoning questionnaire.

## Applicant Information

Applicant's Name: \_\_\_\_\_ Interest in Property: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name (If different from above): \_\_\_\_\_

## Project Information

1. Request (check all that apply):

Site Condominium       Special Land Use       Plat       PUD

Site Plan Review       Rezoning      Other: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

3. Parcel Number(s): \_\_\_\_\_

4. Legal Description: \_\_\_\_\_

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

5. Project Description: \_\_\_\_\_

\_\_\_\_\_

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

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

**Signatures**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

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

\_\_\_ Fees Paid: \_\_\_\_\_

Date(s) Advertised: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Date of Meeting: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Action Taken: \_\_\_\_\_ (PC) \_\_\_\_\_ (Council)

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Procedures for 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
- \_\_\_ Rezoning Questionnaire

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 Planning Commission meets on the second Wednesday of each month at 4:30 P.M. The City Council meets on the first Tuesday of each month at 7:00 P.M. Both the Council and Planning Commission meet in the city council chambers at the City Hall.

### III. Processing Period

A rezoning application usually takes about 90 to 120 days to process.

### IV. Application Procedures

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

- 1) An application for a rezoning is submitted to the City Zoning Administrator or his/her 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:

**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.

**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.

## Rezoning Questionnaire

The following rezoning questionnaire is required as part of the application. Please answer all questions and identify why the requested rezoning meets all necessary standards.

**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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