

**APPLICATION REQUIREMENTS FOR ZONING AMENDMENT
&
PUBLIC HEARING APPLICATION CHECKLIST**

Applicant: _____
 Address: _____
 Phone Number: _____
 Applicant For: _____

PART I

	<u>Date received</u>
Applicant's authorization letter from the titleholder of the property	_____
Review fees:	
Zoning text amendment: \$500	
Subdivision amendment: \$400 + \$10/acre	
Site Plan review amendment \$400 + \$10/acre	_____
Deposit for reimbursement of fees:	
Zoning text amendment: \$5000	_____
Completed application	25 copies _____
Survey of property	25 copies _____
Legal description of property	25 copies _____
Map showing location of property	25 copies _____
Trust/owners disclosure certificate (when in Trust)	_____
List of property owners, addresses and PIN's within 250 feet (streets or alleys do not count as part of the 250 feet) PIN's available at the township assessor's office.	_____

PART II

To be completed after Part I has been submitted to the City and a Hearing date has been assigned.

Copy of notification letter sent certified mail or hand delivered to property owners within 250 feet. _____

Sworn affidavit listing names, addresses, and PIN's of property owners within 250 feet and date certified letters sent or hand delivered. (Must be notified 15 days before the public hearing) _____

Certified mail returned receipts from notices sent to property owners within 250 feet or signatures of property owners indicating receipt of notice. _____

REQUEST FOR ZONING AMENDMENT

Instructions to applicant: To request a change in the Zoning Map, a Request for Zoning Amendment form must be completed and public hearing held. If the Applicant is requesting that his/her property be rezoned, a site plan must be included with the application showing the information listed on the attached sheet. Normally there are only two primary reasons for a change in zoning: (1) the original zoning was in error, (2) the character of the area has changed to such an extent as to warrant rezoning. The burden of providing substantiating evidence rests with the Applicant.

1. Applicant information:

Name _____ Telephone # _____

Address _____
Street City Zip Code

2. Property interest of applicant:

() Owner () Contract purchaser
() Lessee () Other _____

3. Name of owner (if other than applicant):
(attach additional sheets if necessary)

Name _____ Telephone # _____

Address _____
Street City Zip Code

4. Location of property:

Street address _____

Legal description (lot, block and subdivision): _____

PIN _____

5. Amendment to Map: It is requested that the property described below and show on the attached site plan be rezoned from _____ to _____.

6. Present zoning classification of the area: _____

7. Present use of property (if any uses or buildings on the property are non-conforming, so state):

SITE PLAN

A Site Plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: lot, buildings, driveways and off-street parking spaces.
- B. Distance between: buildings and front, side and rear lot lines; principle building and accessory buildings; and principal buildings on adjacent lots.
- C. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the City Administrator.
- E. Clearly indicate that portion of the Site Plan that is affected by the requested variance.

Site plan review fee:

Final plan; \$400 + \$10 / acre
Amendment; \$400 + \$10 / acre

Deposit for reimbursement of fees:

Site plan review, up to 2 acres; \$2000
Site plan review, greater than 2 acres; \$7000

