



# Zoning Amendment Requests Planning Commission A Step-By-Step Guide



- 1** **INTRODUCTORY MEETING WITH PLANNING STAFF** - Staff will assist the applicant by explaining the amendment process; explain the application and how to draft zoning language.
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- 2** **SUBMISSION OF REQUEST** - Applicant will submit request *at least 30 days* before the next regularly scheduled Planning Commission meeting (first Thursday of the month) to the Zoning Administrator for review. The Zoning Administrator shall review the proposed zoning amendment language or change to map. **A copy of the request is sent to the City Attorney for review.** Fee must be received before any requests are processed.
  - 2a** **REQUEST IS INCOMPLETE** – Staff will prepare a notice of findings/corrections that will be sent to the applicant. *Due to the review time/noticing requirements applicants are encouraged to submit their requests in advance of the 30 day minimum requirement.*
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  - 2b** **APPLICANT SUBMITS REVISIONS** – Staff reviews for completeness
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- 3** **REQUEST IS COMPLETE** – Staff will prepare notice of public hearing (ad in newspaper, posted on City web page, City Facebook page, posted at City Hall). Noticing must be at least 20 days prior to meeting date.
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- 4** **PUBLIC HEARING** - Applicant shall present their request to the Commission along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.
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- 5** **PLANNING COMMISSION REVIEW** – The Planning Commission will review the request for compliance and make a recommendation to City Council.
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- 6** **CITY COUNCIL ORDINANCE REVIEW COMMITTEE** – After recommendation from the Planning Commission, staff will prepare a memo and supporting documents for the Council Ordinance Review Committee’s consideration.
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- 7** **CITY COUNCIL REVIEW** – After recommendation from the Ordinance Review Committee, Staff will prepare a Council agenda request form and memo for the next City Council meeting. Zoning amendment requests require two hearings.
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- 8** **FINALIZE REQUEST** – The City Clerk will place a notice in the newspaper for adoption of the ordinance amendment. Staff will prepare the necessary changes to the ordinance and upon the waiting period make changes to the web page and process the necessary hardcopies.



Planning Commission/Planning & Zoning  
 City Hall  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805 (phone)  
 231.723.1546 (fax)

## Zoning Amendment Request

Please Print

Zoning Amendment Request Requirements		
<p><b>Request must be received 30 days prior to the City of Manistee Planning Commission meeting to be placed on the agenda.</b> Notice of the Public Hearing shall be held before the Planning Commission. Notice shall include publication in a newspaper and posting in City Hall. <b>Fee for Petition of Zoning Amendment is \$1,000.00</b> which needs to be submitted with the application. You or your representative should be present at the meeting to explain your request to the Planning Commission and to answer any questions. After the public hearing, the Planning Commission will make a recommendation to the City Council. Two readings are required for Zoning Amendments at regularly scheduled Council Meetings. The City Council will consider final action on your petition.</p>		
Applicant Information		
Name of Owner:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Agent (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
Property Information		
Address:		Parcel #
Present use of Property:		
This area is <input type="checkbox"/> un-platted, <input type="checkbox"/> will be platted <input type="checkbox"/> is platted – Name of Plat:		

RE-ZONE AMENDMENTS	
<input type="checkbox"/> <b>Re-Zone:</b>	Rezone Parcel # _____ from _____ to _____
<b>Attach narrative stating the reason for the change.</b>	
Has a previous application for a variance, special use permit or re-zoning on this land been made in the past?	
<input type="checkbox"/> yes <input type="checkbox"/> no. If yes when _____. Decision: <input type="checkbox"/> approved <input type="checkbox"/> denied	
✓	<b>Please answer the following questions</b>
State specifically the reason for this Amendment request at this time	
Legal Description of Property affected	
List of Deed Restrictions (cite Liber & Page)	
Names and addresses of all persons, firms or corporations having a legal or equitable interest in the land	
Will this re-zoning be in conformance with all adopted development plans of the City of Manistee?	
Will this re-zoning be in conformance with all adopted development plans of and Manistee County?	
What do you anticipate the impacts of the proposed zone change on the adjacent property to be? What steps do you propose to take to mitigate any negative impacts associated with the proposed change?	
Does the proposed re-zoning conform to the plans? If not, why should the change be made? Please be specific, brief and attach any supporting documentation which substantiates your claim. This could include an allegation that the existing zoning is in error which would be corrected by the proposed change, or that specific changes or changing conditions in the immediate area make the re-zoning necessary to promotion of public health, safety and general welfare.	

**Site Plan Requirements**

*May be waived by the Zoning Administrator*

Attach a site plan drawn to the scale of one (1) inch equals (10) feet, showing all existing structures on the property, all proposed structures and marking those structures that will be removed or razed. Also, the general shape, size and location of all existing structures within 100 feet of the property along with their uses shall be depicted on the site plan, along with all abutting roads, streets alleys or easements.

**TEXT AMENDMENTS**

**Text Amendment:**

Amend Article \_\_\_\_\_ Section \_\_\_\_\_ to [ delete,  supplement, or  clarify] the Manistee City Zoning Ordinance. ***Attach copy of proposed ordinance language.***

**Authorization**

**CERTIFICATION AND AFFIDAVIT:**

The undersigned affirm(s) that he/she/they is/are the  owner,  owner's representative, involved in the petition and that the answers and statements herein contained and the information submitted are in all respects true and correct to the best of his, her or their knowledge and belief.

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

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

By checking this box permission is given for Planning Commission Members to make a site inspection if desired.

**Office Use Only**

**Fee:**  \$1,000.00

**Receipt #**

**Date Received:**

**Hearing Date:**

**PC -**