

REQUEST FOR ZONING CHANGE APPLICATION

City of Grand Haven, 20 N. Fifth Street, Grand Haven, MI 49417
Phone: (616) 847-3490 Fax: (616) 844-2051 Website: www.grandhaven.org

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:30 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Planning Department located at 20 N. Fifth Street, Grand Haven, Michigan, 49417. Questions may be directed to Kristin Keery, City Planner, at 616.847.3490.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadlines are established at **25 calendar days** prior to the Board meeting.

Filing deadline	Meeting Date
January 20, 2012	February 14, 2012
February 17, 2012	March 13, 2012
March 16, 2012	April 10, 2012
April 13, 2012	May 08, 2012
May 18, 2012	June 12, 2012
June 15, 2012	July 10, 2012
July 20, 2012	August 14, 2012
August 17, 2012	September 11, 2012
September 14, 2012	October 09, 2012
October 19, 2012	November 13, 2012
November 16, 2012	December 11, 2012



SITE PLAN REVIEW APPLICATION PROCESS

Application for rezoning is filed: An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a work session on the next available slot on the Planning Commission's agenda, which will be at least 26 days after submission of the application, but within forty-five (45) days of the submission of a complete application prepared in accordance with this Zoning Ordinance.

Notice of Public Hearing: The City shall, not less than 15 days before the date of the public hearing, serve written notice, either in person or by regular mail, to the owners of the property within 300 feet in each direction of the lot line of the subject property. Ownership shall be based solely on the tax records of Ottawa County. Said notice shall contain the address of the subject property, a brief statement of the nature of the application, the name and address of the applicant and the date, time and location of the public hearing relative to the application.

Attendance: It is requested that the petitioner or a representative be present at the hearing to answer any questions the commissioners may have on the request or on the property involved.

Recommendation: Following the public hearing and review of the plat and supporting data, the Planning Commission shall recommend approval, modification, or disapproval and the reasons therefore, to the City Council. The Council, after receipt of the recommendation, shall approve, disapprove or modify the request. In case of approval, the Council shall pass an amendatory ordinance granting the zoning change. This ordinance must be read by the City Council two times prior to its approval and final adoption.



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1. General Information

Address/location of property: _____
Parcel #: _____ Master Plan designation: _____
Current Use: _____ Proposed Use: _____
Existing Zoning: _____ Area in Acres: _____
Proposed Zoning: _____ Area in Acres: _____

2. Owner

Name: _____
Address: _____
Phone #: _____
Fax #: _____

3. Applicant

Name: _____
Address: _____
Phone #: _____
Fax #: _____

4. Required Attachments (14 copies of each)

- 14 copies of application
- Property deed
- Plat or sketch
- Justification for request
- Power of attorney (if applicable)

5. Fee Schedule

The fee for filing a petition for a zoning change is **\$275.00** and must accompany the application. This information is to be filed with the **Planning Director, 20 N. Fifth Street, Grand Haven, MI 49417**. The purpose of the fee is for advertising the notice of public hearing that must be held by the Planning Commission, in accordance with State Statute.

6. Justification of Request

On a separate sheet, explain in detail your request and why you believe your request is justified. Describe the surrounding property and the impact on each. How is the proposed zoning consistent with the City's Master Plan? Are there alternatives to rezoning? Evaluate development factors such as environmental issues, transportation, utilities, aesthetics, etc

Petition will not be accepted without signature of legal owner or official agent (attach power of attorney).

Signature of Owner: _____ Date: _____

Print Name: _____

Signature of Representative: _____ Date: _____

Print Name: _____

<i>Office Use Only</i>		
Permit #: _____	Date Received: _____	Fee: _____
Date of Approval: _____	Date of Denial: _____	Approved by: _____

