

**TOWNSHIP OF ARCADIA  
REZONING APPLICATION AND  
INFORMATION PACKET**

**March 2022**

**TOWNSHIP OF ARCADIA**  
**INSTRUCTIONS AND PROCEDURES FOR**  
**REZONING APPLICATION**

The Township of Arcadia Zoning Ordinance divides all land in the Township into “zoning districts”, as shown on the official Zoning Map. A change in how property is zoned on the Zoning Map, commonly referred to as a “rezoning”, may be initiated by the Township itself, or by any interested person by application. All rezoning requests initiated by application are subject to the following application instructions and procedures:

1. Applicant files Application For Rezoning and all supporting information, including required application fee/beginning escrow deposit with the Zoning Administrator at:

Manistee County Planning Department  
395 Third Street  
Manistee, MI 49660

2. Zoning Administrator reviews the submittal to verify it is administratively complete. Zoning Administrator will also determine whether the requested rezoning district is consistent with the planning classification for subject property in the Township Master Plan (Future Land Use Map). Note: if requested rezoning is not consistent with planning classification further consideration of the requested rezoning may also require proposed amendment of Master Plan.
3. State law and the Zoning Ordinance require Planning Commission to hold a public hearing on the application, preceded by publication of legal notice in newspaper and by mailing to property owners/occupants within 300 feet of the property involved with the application; other notice requirements may also apply. This public hearing is held as part of a Planning Commission meeting. Township will inform applicant of meeting date application will be considered, and handles all legal requirements relating to notice of public hearing.

Note: regular meetings of the Planning Commission are generally held monthly. The regular meeting schedule is posted at Township Hall and on Township website ([www.townshipofarcadia.org](http://www.townshipofarcadia.org)). Special meetings may be scheduled with approval of Planning Commission. Township has an application submittal deadline for each meeting date, to provide sufficient time to have application reviewed by Zoning Administrator, comply with legal notice requirements, and distribute application materials to Planning Commission members prior to meeting.

4. Applicant is expected to attend Planning Commission meeting at which application will be considered and/or have informed representative attend on their behalf (for example, their proposed building contractor or architect). Applicant must be prepared to explain the basis for the proposed rezoning.
5. Applicant may expect Planning Commission public hearing/meeting to generally follow this format:
  - Planning Commission introduces application and requests initial comments from Township advisors (such as Zoning Administrator and/or Township Attorney).
  - Applicant explains the changed or changing conditions in the particular area of the subject property or in the Township generally that make the proposed rezoning reasonably necessary to the promotion of the public health, safety, and general welfare, and all other circumstances, factors, and reasons which the applicant offers in support of the proposed rezoning.
  - General public comments on application.
  - Planning Commission discusses proposed rezoning, and whether it is consistent with Township Master Plan.
  - Planning Commission makes recommendation on application to Township Board. Note: this recommendation is also subject to an advisory review opportunity by Manistee County Planning Commission.
6. Planning Commission recommendation options include:
  - disapproval (as to some or all of the subject property).
  - approval (as to some or all of the subject property).
  - table application for additional information and/or discussion.
7. Planning Commission decisions are shown in meeting minutes. All proposed and approved meeting minutes are public records available at Township office in accordance with applicable state laws and Township policies.
8. Zoning Administrator (or designee) submits Township Planning Commission recommendation to Manistee County Planning Commission for its advisory review and recommendation opportunity, with proposed minutes of Township Planning Commission meeting/public hearing.
9. Township Board considers Planning Commission recommendation, and any advisory recommendation from County Planning Commission, and can either approve or disapprove the Township Planning Commission recommendation, or potentially refer the matter back to the Planning Commission for further

consideration. Note: any decision on a rezoning application is a “legislative” judgment by the governing body of the Township.

10. Township Board approval of a rezoning requires adoption of a rezoning ordinance, which is subject to a “referendum” petition and process as provided by applicable statutes. Note: the Zoning Board of Appeals has jurisdiction to resolve differing interpretations of the Zoning Map, but does not otherwise have any authority with respect to rezoning decisions by the Township Board.

**Note: Incomplete applications will not be accepted, and applications will not be accepted without payment of application fee deposit in full. Planning Commission and Township Board also reserve the right to request additional information from applicant to give proper consideration to the application.**

**TOWNSHIP OF ARCADIA**  
**APPLICATION FOR REZONING**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

Address of Property Proposed to be Rezoned (all existing street addresses within the property): \_\_\_\_\_  
\_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_ (provide copy of deed or tax bill)

Interest of Applicant in the Property: \_\_\_\_\_  
(Deedholder, Land Contract Purchaser, Lessee, Other)

Does any person other than applicant have a legal or equitable interest in any land proposed to be rezoned? No \_\_\_\_\_ Yes \_\_\_\_\_ (attach name/address and interest)

Area of land proposed to be rezoned (stated in square feet if less than one acre, and in acres if one acre or more)\*: \_\_\_\_\_

\*Attach a fully dimensioned map showing the property proposed to be rezoned, including all public and private rights-of-way and easements bounding and intersecting same, and showing the zoning classification of all abutting lands, etc.

Present Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Present planning classification on Master Plan Future Land Use Map: \_\_\_\_\_

What are the changed or changing conditions in the particular area or in the Township generally that make the proposed rezoning reasonably necessary to the promotion of the public health, safety, and general welfare? \_\_\_\_\_  
\_\_\_\_\_

Applicant(s) Telephone Number(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Applicant(s) email address: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\***FOR TOWNSHIP OFFICE USE ONLY**\*\*\*\*\*

Application #: \_\_\_\_\_ Date application received including payment of fee/escrow: \_\_\_\_\_

Date of Planning Commission public hearing and recommendation: \_\_\_\_\_

Date referred to Manistee County Planning Commission for advisory review opportunity: \_\_\_\_\_

Township Board action: \_\_\_\_\_

**PROPERTY MAP\***  
**(on this sheet, or attached parcel map)**

Applicant/Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

- 1.) Show the property to be rezoned, including all lot line dimensions (show dimensions in feet).
- 2.) Show and label all abutting public streets and private rights-of-way and easements bounding or intersecting the property proposed to be rezoned.
- 3.) Show zoning classification of all lands abutting the property proposed to be rezoned.
- 4.) Show location/type of existing uses and structures.
- 5.) Show location/type of proposed uses and new construction.
- 6.) Show lakes, streams, and wetlands on or adjoining the property proposed to be rezoned.

\*Planning Commission may determine a boundary survey is necessary to properly evaluate the application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_