



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.
- 2** **SUBMISSION OF REQUEST** - Applicant will submit request *at least 30 days* before the next regularly scheduled Planning Commission meeting 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 Village 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.*
 - 2b** **APPLICANT SUBMITS REVISIONS** – Staff reviews for completeness
- 3** **REQUEST IS COMPLETE** – Staff will prepare notice of public hearing (ad in newspaper, posted on Village web page (optional), Village Facebook page (Optional), posted at Village Hall). Noticing must be at least 15 days prior to meeting date. If the newspaper cannot run the ad to meet this requirement the public hearing will be rescheduled to the next Village Planning Commission meeting.
- 4** **PUBLIC HEARING** - Applicant shall present their request to the Commission along with any correspondence in support of their request. The applicant 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.
- 5** **PLANNING COMMISSION REVIEW** – The Planning Commission will review the request for compliance and make a recommendation to Village Council.
- 6** **VILLAGE COUNCIL ORDINANCE REVIEW COMMITTEE** – After recommendation from the Planning Commission, the secretary will prepare a memo and supporting documents for the Village Council Ordinance Review Committee’s consideration (if applicable).
- 7** **VILLAGE COUNCIL REVIEW** – After recommendation from the Ordinance Review Committee, the Secretary will prepare a Village Council agenda request form and memo for the next Village Council meeting.
- 8** **FINALIZE REQUEST** – Within 15 days of adoption, the Village Clerk will place a notice in the newspaper of the amendments. The notice will include either a summary of the regulatory effect, including the geographic area affected, or the text of the amendments, along with the effective date of amendments. The Village Clerk will also include the place, and time when a copy of the amendments may be purchased or inspected. The Village Clerk will prepare the necessary changes to the ordinance and update all hard copies and the web page.



Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

Zoning Amendment Request

Please Print

Zoning Amendment Request Requirements		
<p>Request must be received 30 days prior to the Village of Onekama Planning Commission meeting to be placed on the agenda. Notice of the Public Hearing shall be held before the Planning Commission. Notice shall include publication in a newspaper and posting in Village Hall. Fee for Petition of Zoning Amendment is \$750.00 which needs to be submitted with the application. Applicant will be billed for any additional cost not covered by the initial application. Applicant or their representative should be present at the meeting to explain their request to the Planning Commission and Village Council. The Village 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"/>	Re-Zone: Rezone Parcel # _____ from _____ to _____ Attach narrative stating the reason for the change.
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	
✓	Please answer the following questions
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 Village of Onekama?	
Will this re-zoning be in conformance with all adopted development plans of 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 promote 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 Village of Onekama Zoning Ordinance.
Attach copy of proposed ordinance language.
Attach narrative stating the reason for the change.

✓	For text amendments to add additional uses to a land use district answer the following questions:
	Is the proposed land use already provided elsewhere in the Ordinance?
	Is the proposed land use compatible with uses already permitted in the land use district?
	Does the proposed land use comply with the Master Plan?
	Does the proposed land use contribute to the character of development envisioned in the Master Plan?
	Would the proposed land use be appropriate anywhere in the land use district?
	Would it be more appropriate to address the need by special use permit?
✓	For text amendments to change or add additional regulations or standards answer the following questions:
	Does the proposed rule, change or addition help reinforce the Master Plan?
	Is the proposed rule, change, or addition in keeping with the spirit and intent of the Ordinance?

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: <input type="checkbox"/> \$750.00 Additional Fees: <input type="checkbox"/> \$ _____ . _____	Receipt #
Date Received: _____	Hearing Date: _____ PC - _____