

HOW TO SUBMIT A REZONING REQUEST

This is the process to request that the zoning classification for a parcel of property is changed or that the text of the zoning ordinance is changed. Only the property owner, the Planning Commission or the Village Council may initiate a change to the zoning classification of a parcel. Only the Village Council may approve a request to rezone property. A rezoning request requires a public hearing and notification of all property owners within 300' of the parcel.

Materials to submit

- The Village will supply you with an [Application for Rezoning or Text Change](#). Please fill the form out entirely.
- If you are requesting that the zoning classification is changed, a map of the location of the parcel with a legal description is required.
- One email (preferred) to office@sebewaingmi.gov or thumb drive submission and five (5) copies of each plan must be submitted, including five (5) copies of elevation perspectives of any buildings to be constructed. Copies should be 11x17 or smaller.

Timeline for review

- A rezoning request requires a public hearing. The hearing must be advertised at least three weeks in advance of the hearing date. The Village Council will make the final decision regarding the rezoning. A rezoning typically takes three (3) months to complete.
- All applications and maps must be delivered to the Village Office by 4:00 pm, eight (8) days prior to the date of the Planning Commission meeting, Planning Commission meetings are held on the third Tuesday of each month at 10 A.M., subject to change. Contact Village of Sebewaing office for information.
- The Village's Zoning Administrator will contact you to discuss your request prior to the meeting. Should you wish to remain on the agenda for that month's meeting, revised plans for parcels or text must be submitted by 4:00pm, eight (8) days prior to the meeting. Plans that require a longer time to revise will be considered at the next month's meeting.
- Incomplete text change requests or parcel information will not be reviewed by the Planning Commission. It is our intent to provide you with an efficient review and approval of your request. This can only be done if the information is complete and prepared according to the Village's ordinances and rules.

Fees

- The Village charges a fee of \$200 for each rezoning request. This fee pays for the cost of professional review of your request and notification of a public hearing.

How the process works

- The Planning Commission will receive a copy of your request prior to the Planning Commission meeting.
- At the meeting you or your representative will be given an opportunity to present your plan. Planning Consultant will comment on the request, including any recommendations or conditions for approval.
- The Planning Commission will discuss the request and vote to recommend to the Village Council to approve, approve with conditions, deny or set aside the plan to a specified date, which is generally the next meeting.
- If your request is tabled for incomplete information, you will have one (1) month to produce the necessary information and be reheard at another Planning Commission meeting. After one (1) month, your request will be removed from the active business of the Planning Commission for incomplete information.



Village of Sebewaing
222 N. Center Street
Sebewaing, Michigan 48759
Phone: (989) 883-2150 Fax: (989) 883 – 9367
Email: office@SebewaingMI.gov

**A. VILLAGE OF SEBEWAING APPLICATION FOR REZONING
OR TEXT CHANGE**

Must Be Submitted At Least 8 Days Prior To Meeting

One email (preferred) or a thumb drive and five (5) copies of each plan must be submitted, including five (5) copies of elevation perspectives of any buildings to be constructed.

\$200 Fee

Applicant: _____ **Date:** _____

Mailing Address: _____

Telephone: _____ **Email:** _____

Owner (If different than applicant): _____

Address: _____

Telephone: _____ **Email:** _____

Subject Property Address: _____

Subject Property ID #: _____

Legal Description (Provide the legal description of the property affected - if additional space is needed please attach on a separate sheet to this application):

Current Zoning: _____

Current Use(s): _____

Proposed Zoning
: _____

A survey or map of this property showing existing zoning boundaries, parcel boundaries and requested zoning boundaries is attached.

I hereby certify that I am the owner of record of this property or that the proposed rezoning or text change is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent, and I agree to conform to all applicable laws of the State of Michigan. All information submitted on or with this application is accurate to the best of my knowledge.

Applicants Signature: _____ Date: _____

Is applicant acting as Agent of property owner: Yes No

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|------------------------------------|------------------------------|--|-------------------------------|
| <i>For Office Use Only:</i> | <i>Date Filed</i> | | <i>Amount Paid</i> |
| <i>Permit Fee: \$200</i> | <i>Case #</i> | | <i>Cash or Check #</i> |
| | <i>Current Zoning</i> | | <i>Receipt #</i> |
| <i>Hearing Date</i> | | | |

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|--|--|--|
| <i>For Planning Commission Use Only</i> | <i>Approved, as submitted</i> | |
| | <i>Approved, with modifications:</i> | |
| | <i>Denied, for the following reasons:</i> | |
| <i>Date of Action</i> | | |

| | | |
|--|--|--|
| <i>For Village Council Use Only</i> | <i>Approved, as submitted</i> | |
| | <i>Denied, for the following reasons:</i> | |
| <i>Date of Action:</i> | | |