



City of Brown City, Michigan Planning and Zoning Application Instructions

1. **All applicants** must complete the application **AND** the applicable second page for the request as follows:

- a. Notice of Appeal/Variance Request
- b. Rezoning Request
- c. Site Plan Review
- d. Special Use Permit

2. **Submit** the completed application **AND** only the applicable page for your request, the required non-refundable application fee, and any other required documentation to:

City of Brown City

PO Box 99 , Brown City, MI 48416

(located at 4205 Main St. if hand delivering)

3. **Deadlines** for submission of application:

- a. Rezoning, Special Use Permit, and Site Plan

Approval are reviewed by the Planning Commission. The Commission meets on the first Thursday of each month at 7:00PM and applications ***must be received no later than one month in advance of the meeting.***

- b. Zoning Appeals/Variations are reviewed by the Zoning Board of Appeals. The Board meets on a as needed basis. Once the application is submitted a date for the hearing will be set.

4. Incomplete applications will not be accepted which may delay your project.

Please contact the City Manager Chuck Bennett for assistance or questions.

Office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m.

City of Brown City, Michigan Planning and Zoning Application

Planning Commission Site Plan Review/Approval

Rezoning Application (\$300.00)	Site Plan Review Commercial - (\$500)
Special Use Permit (\$300.00)	City Engineer Fees will be charged based on current hourly rate
Site Plan Review Residential- (\$350.00)	

Zoning Board of Appeals

Variance Application (\$300.00)

Address/Location of Subject Property: _____
Parcel # of Subject Property: _____ Current Zoning Designation: _____

Applicant Information (Must have a legal interest in the property):

Property Owner Purchaser - Option or Purchase Agreement Purchaser - Land Contract
Tenant/Lessee Developer/Contractor Engineer/Architect

Name: _____ Business/Organization Name: _____
Address: _____ City/State/Zip: _____
Phone (W): _____ Fax: _____ E-mail: _____
Phone (C): _____ Phone (H): _____

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate:

Signature of Applicant: _____ Date: _____

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, complete the following:

Name of Property Owner: _____
Address: _____ City/State/Zip: _____
Phone (W): _____ Fax: _____ E-mail: _____
Phone (C): _____ Phone (H): _____

The undersigned hereby affirms and acknowledges that he/she/they are the owner(s) of the property described in this application, are aware of the contents of the application, and hereby authorize the applicant to submit the application and represent the undersigned in the matter being reviewed by the City of Brown City. Further, the undersigned hereby grants permission for members of the City of Brown City Planning Commission/Zoning Board of Appeals/Staff to enter the property described in this application for the purpose of gathering information related to this application.

Signature of Owner: _____ Date: _____

OFFICE USE ONLY

Received by (initials): _____ Date Stamp Received: _____

Meeting Date (if applicable): _____

a: ZONING BOARD NOTICE OF APPEAL/VARIANCE REQUEST

Notice of appeal is hereby given by (name of applicant): _____

to the Zoning Board of Appeals, of the Code of Ordinances for the City of Brown City , regarding a
decision pertaining to the following property (address): _____

Legal description of property (attach separate sheet if necessary): _____

Lot Size: Frontage: _____ ft. Depth: _____ft. Area: _____ sq.ft or acres

Date of Decision: _____ Description of project : _____

An appeal/variance is requested for exemption from the following sections

SECTION TITLE

Reason for appeal (what are the "practical difficulties and unnecessary hardships" if the appeal/variance is denied): _____

Survey of Existing Conditions: Please attach a boundary survey (certified by a licensed surveyor) of the property.
Survey must be dimensioned and show existing structures, streets, drives, and parking areas. Indicate on the survey
which structures, if any, are to be demolished.

Site Plan of Proposed Use or New Construction: Please attach a site plan of the proposed development, drawn to scale
by an engineer or architect, which includes dimensions and the location of all property lines, streets, and parking areas.
(Depending on the zone, a more detailed site plan and site plan approval may be required later).

**NOTE: VARIANCES APPROVED BY THE ZBA ARE ONLY VALID FOR SIX (6) MONTHS FROM DATE OF FINAL
APPROVAL. VALIDATION REQUIRES ACTION TAKEN, PERMIT OBTAINED AND/OR OTHER PROCESS UNDERWAY.**

h. REZONING REQUEST for (address of property): _____

Legal description of property (attach separate sheet if necessary): _____

Lot Size: Frontage: ft. Depth: ft. Area: sq. ft. or acres

It is requested that the above described property be rezoned from:

Current zoning district: _____ to Proposed zoning district: _____

Please explain the reason for rezoning request: _____

Survey of Existing Conditions: Please attach a boundary survey (certified by a licensed surveyor) of the property to be rezoned. Survey must be dimensioned and show existing structures, streets, drives, and parking areas. Indicate on the survey which structures, if any, are to be demolished.

Existing use of property: _____

Number of existing buildings on property: _____

Use of existing buildings: _____

Is the property or buildings vacant? Yes No If yes, indicate how long: _____

Site Plan of Proposed Use or New Construction: Please attach a site plan of the proposed development, drawn to scale by an engineer or architect, which includes dimensions and the location of all property lines, streets, and parking areas. (Depending on the zone, a more detailed site plan and site plan approval may be required later).

Describe the proposed use of the property: _____

Briefly describe any buildings to be constructed: _____

NOTE: All drawings and surveys are to be submitted on either an 8-1/2" x 11" or an 11" x 17" sheet of paper. Drawings must be legible. A north arrow and scale must be indicated on all drawings. An AutoCAD .dwg file is acceptable in lieu of a paper drawing.

d: SPECIAL APPROVAL USE PERMIT REQUEST for (address of property):

Legal description of property (attach separate sheet if necessary):

Current zoning district:

Purpose of request:

Day-Care

How many children?

State License No.:

Other (describe):

Existing use of property:

Number of existing buildings on property:

Use of existing buildings:

Is the property or buildings vacant?

Yes

No

If so, indicate how long:

Number of existing parking spaces:

Is parking lot paved?

Yes

No

If new buildings are to be constructed, please describe the nature of the construction, including the square footage of each structure and the number of parking spaces provided:

Proposed use of property and buildings:

SITE PLAN REQUIREMENTS:

If new construction of buildings or parking lots will occur, please attach a site plan of the proposed development drawn to scale by an engineer or architect that includes dimensions and the location of all property lines, proposed buildings, parking areas, and streets. (Depending on the zoning district, site plan approval may be required and a more detailed site will be necessary.)

If new construction is not necessary and the existing buildings and parking lot will be used, please attach a certified boundary survey by a licensed surveyor of the property, scaled and dimensioned, showing locations and sizes of existing structure, property lines, streets, drives, and parking areas. Indicate on the drawing which structure, if any, are to be demolished.

NOTE: All drawings and surveys are to be submitted on either an 8-1/2" x 11" or an 11" x 17" sheet of paper. A 24" x 36" drawing may be submitted, provided the smaller drawing is also provided. Drawings must be legible. A north arrow and scale must be indicated on all drawings. An AutoCAD .dwg file may be submitted in lieu of a paper drawing.

c: SITE PLAN REVIEW REQUEST for (address of property): _____

Legal description of property (attach separate sheet if necessary): _____

Lot Size: _____ Frontage: _____ ft. Depth: _____ ft. Area: _____ sq.ft. or acres

Current zoning district: _____

Describe all proposed uses of the property: _____

Describe the nature of building construction or additions, including the square footage of all structures and the number of parking spaces provided

Please provide a separate sheet for parking lot calculations if necessary: _____

Is parking lot paved? Yes No

Will the existing buildings and parking lot be utilized? _____

Existing use of property: _____

Number of existing buildings on property: _____

Use of existing buildings: _____

Is the property or buildings vacant? Yes No

If so, indicate how long: _____

Describe what (if any) structure(s) will be demolished: _____

Please attach a site plan of the proposed development, drawn to scale by an engineer or architect, which includes dimensions and the location of all property lines, streets, and parking areas.

NOTE: All drawings and surveys are to be submitted on either an 8-1/2" x 11" or an 11" x 17" sheet of paper, and a 24" x 36" drawing. Drawings must be legible. A north arrow and scale must be indicated on all drawings. An AutoCAD .dwg file may be submitted in lieu of a paper drawing.