

City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225
313-343-2526 - Building Department
313-642-6825 - fax
www.harperwoodscity.org

REZONING APPLICATION INSTRUCTIONS

Pre-Application Conference. Developers are encouraged to meet with City staff prior to any extensive design and submission of an application. No design or engineering work is required for these meetings, but developers should bring enough information to enable the participants to productively discuss any proposed development. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient and should reduce cost to both the City and developers as part of a better-coordinated review.

An appointment for a pre-application conference can be scheduled by calling the Building Department at 313-343-2526. While a pre-application conference is not required, it is highly recommended. Where a pre-application conference does not occur, the developer is encouraged to be familiar with all City requirements and to submit a complete and fully documented application.

Only complete applications will be processed. A complete application includes the following list of items pertaining to the requested Rezoning:

1. 16 full-sized, folded copies and 1 ledger-sized copy of a scaled, legible illustration with the required details.
2. A separate detailed written statement fully explaining your request.
3. Legal description of the property.
4. All appropriate signatures and authorizations.
5. The fee as listed.

Incomplete applications will be returned to the applicant.

The Planning Commission generally meets the fourth Wednesday of each month. Applications must be received within 15 days prior to the meeting.

Rezoning petitions are heard in front of the Planning Commission and then the City Council. It is the applicant's responsibility to provide revised drawings and other required information for the City Council meetings. Please note that applications may be delayed if submitted on the last filing day or if significant issues have not been resolved in a timely manner.

Attach a detailed written statement fully explaining your request.

8. Present Use of Property: _____

9. Attach an Accurate Drawing of the Site Showing:

- a) Property boundaries
- b) Existing buildings
- c) Unusual physical features of the site or building
- d) Abutting streets
- e) Existing zoning on adjacent properties
- f) Location of buildings on adjacent properties

10. Names and Addresses of all other Persons, Firms or Corporations having a Legal or Equitable Interest in the Property: _____

Applicant must provide lease, purchase agreement or written authorization from Owner.

DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above, legally described property on which the Rezoning is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the requested Rezoning is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance.

By virtue of my application for a Rezoning, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my application are given permission to visit and inspect the property proposed for a Rezoning in order to determine the suitability of the request.

Applicant Signature: _____ Date: _____