



REZONING PROCEDURES

OVERVIEW

The attached information is a guide for assisting developers and property owners through the Rezoning Process. This is a *summary guide only*. **It is the applicant's responsibility to review the full standards contained within Article XV Amendments within the Township Zoning Ordinance.**

REVIEW PROCESS

<i>Concept Meeting</i>	Applicants have the option to present and discuss the proposal and the review processes and procedures with Township staff and a PC member prior to submitting a formal application. During the concept meeting, it will be determined if conditional rezoning may be appropriate. During the meeting, it will be determined if other Township staff including the Township Engineer will be needed to provide a review to the Planning Commission.
<i>Application</i>	The information required varies depending on the type of amendment proposed. Section 36-461 lists the information required to be provided for both zoning map and text amendments. Review fees shall be provided as part of a complete rezoning application.
<i>Notice of Public Hearing</i>	<p>Upon receipt of a complete application, Township staff will make property notification of the meeting as required by P.A. 110 of 2006, as amended, which includes: (1) that a notice be published in a newspaper of general circulation within the Township not less than 15 days before the date of the application will be considered for approval and (2) that notice shall also be sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the zoning jurisdiction.</p> <p><i>*Written notification shall not apply to comprehensive revisions of the zoning ordinance/map if 11 or more adjacent properties are proposed for rezoning.</i></p>

<i>Planner / Staff Review</i>	The Township Planner and other staff as requested by the Zoning Official will provide a review and recommendation regarding the rezoning request based upon the review criteria found in Section 36-462 . This review and recommendation will be presented prior to the public hearing being conducted at the Planning Commission meeting.
<i>Public Hearing & Planning Commission Recommendation</i>	Upon hearing the Planner's review and conducting a public hearing, the Planning Commission will make a recommendation to the Township Board to approve or deny the rezoning request. The Planning Commission may postpone action on the application if it is determined that additional information is needed from the applicant that would help address the standards and findings of Section 36-462 .
<i>Township Board Review</i>	After recommendation of the Planning Commission, the application will be placed on the next available agenda of the Township Board (after the PC minutes have been approved). The Township Board will take action to approve, deny or postpone the rezoning request. The Township Board may remand the proposed amendment back to the Planning Commission for further consideration prior to taking action on the proposed zoning amendment.
<i>Notice of Amendment</i>	Once the Township Board approves the amendment to the Zoning Ordinance, a Notice of Amendment must be published within 15 days in a newspaper of general circulation within the Township, in conformance with Section 36-465 .
<i>Referendum</i>	Within 7 days after publication of a zoning ordinance amendment a registered elector of the Township may give notice of intent to file a petition and has 30 days to gather signatures as provided in Section 36-466 .
<i>Approval</i>	A zoning amendment shall take effect 30 days after publication unless a petition is filed within the 30 day period after publication is found adequate as out in Section 36-466(b) .

***Conditional Rezoning** follows the same procedure set forth above, however, the request must be brought about voluntarily by a landowner. Additional standards outlined in Section 36-463 must also be met, and once approved, in addition to publishing a Notice of Amendment, a copy of the Conditional Rezoning Agreement must be filed with the Washtenaw County Register of Deeds.