

# Rezoning

## Introduction

The zoning of a property dictates what uses may be permitted on the land. The entire Village is broken up into districts which is depicted on the official Village Zoning Map. Any property owner in the Village has the right to request a rezoning (a change to the map) of their property. A rezoning request, put simply, is a request for a formal amendment to the Zoning Map of the Village Zoning Ordinance. The information herein provides the process for which a rezoning request can be requested.

## Rezoning Review Process

- The applicant submits a complete rezoning application to the Village Clerk.
- The Village Clerk schedules a public hearing and sends out notices to the local newspaper and all property owners residing within 300' of the subject site.
- The Planning Commission holds a public hearing. Comments are received from the public. The application is tabled for a final decision at the next meeting.
- At the following Planning Commission meeting the Commission will make a recommendation to the Village Council to approve or deny the application. If the Commission requires more information to make an informed decision, the application may be tabled.
- Once a recommendation to the Village Council has been made by the Planning Commission, the application is forwarded to the County (as applicable) for their review and recommendation.
- Once the application is acted on by the County (as applicable), both recommendations (Village Planning Commission and County) are forwarded to the Village Council for a final decision.

### Village Information:

The Village is Located at:  
4018 Huron Street, North Branch MI 48461

The Village Contact Numbers:  
Phone: (810) 688-2620  
Fax: (810) 688-4521

The Village's Hours are:  
Monday - Thursday 9 a.m.- 5 p.m. (*closed Fridays*)

### Planning Commission Dates:

The Planning Commission holds its regularly scheduled meeting on the 3rd Tuesday of each month at 6:00 p.m. unless otherwise posted

All meetings are held at Village Hall unless otherwise posted.

### Possible Planning Commission Recommendations to the Village Council For a Rezoning:

- Recommend Approval as presented; or
- Postpone (Table) the application to allow the applicant time to address issues raised by the Commission or Public; or
- Recommend Denial of the application as presented with a recommendation to rezone the property to a zoning classification of a lesser intensity than requested; or
- Recommend Denial of the application as presented.

# Rezoning Application Submission Requirements

Listed below are the basic submission requirements for all rezoning applications.

- Applicable fee (If additional reviews are required, additional fees will be collected)

10 copies of the following:

- Application (completed and signed)
- Feasibility Sketch

- ***Incomplete submissions will not be accepted.***
- ***If you have any questions prior to submitting your application, please contact the Village Clerk at (810) 688-2620 or the Building Department at (810) 688-3031***

The Planning Commission will review several items when determining whether a rezoning is appropriate. Each factor will be weighted accordingly depending on the circumstances associated with each individual request. At a minimum, the Planning Commission will consider the following factors:

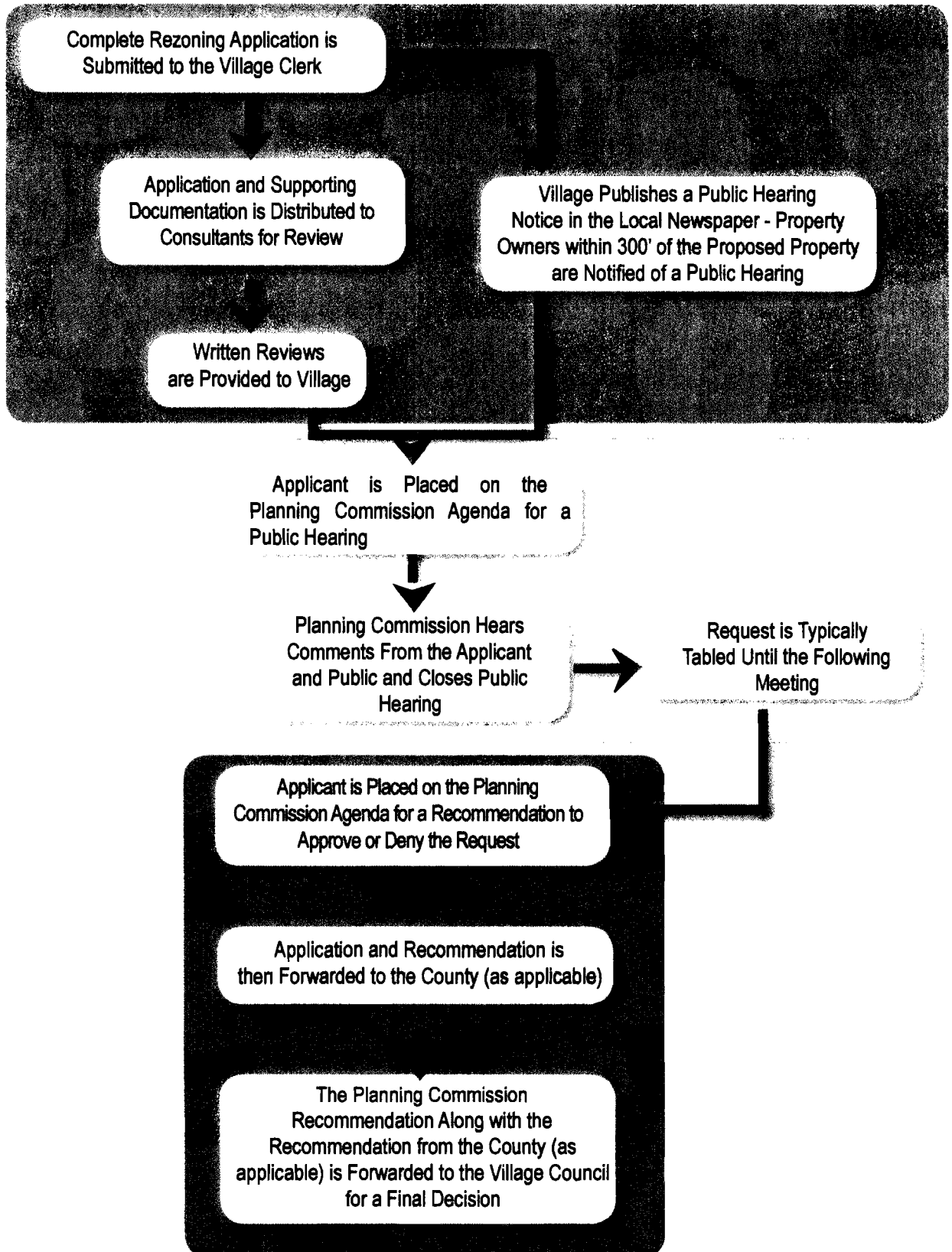
- Consistency with the Master Plan;
- Compatibility and consistency with surrounding land uses;
- Compatibility and consistency with surrounding zoning in the area;
- Impacts/demands on infrastructure and environs such as sewer, water, wetland areas and roads;
- Can the property be reasonably developed as currently zoned?;
- Market feasibility of a project under the proposed rezoning.

The Village typically does not discuss rezonings with a current or potential applicant. Any decision made to proceed with a requested rezoning should be based solely on the property owner/applicant's own thorough due diligence.

At a minimum, the applicant must provide a conceptual plan (feasibility sketch) that clearly demonstrates a development can reasonably be accommodated on the subject property.

Any applicant has the right to attach conditions to a proposed rezoning. Conversely, the Village has the right to not accept those conditions and base their decision on the stand-alone merits of the rezoning request. The Village cannot require an applicant to attach conditions to their rezoning request.

# Rezoning Process Flowchart



# Village of North Branch

Village of North Branch Offices

4018 Huron Street

North Branch MI 48461

phone: (810) 688.2620 fax: (810) 688.4521

## TYPE OF REVIEW:

Rezoning

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

Type of Review: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPOSED DEVELOPMENT:** \_\_\_\_\_

Parcel #: \_\_\_\_\_ Acreage: \_\_\_\_\_

(please provide the complete legal description & attach separately).

Existing Zoning: \_\_\_\_\_ Proposed Zoning Change: \_\_\_\_\_

Site Location/Address: \_\_\_\_\_

(please provide the complete legal description of the portion of the property requested to be rezoned (if applicable) & attach separately).

**SITE PLAN PREPARER:** \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**LEGAL OWNER:** \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## REQUIREMENTS:

The applicant or representative must be present at the Planning Commission meeting.

The undersigned deposes that foregoing statements and answers and accompanying information are true and correct:

\_\_\_\_\_  
Signature of Applicant  
Please type or print your name below

\_\_\_\_\_  
Signature of Legal Owner  
Please type or print your name below

\_\_\_\_\_

\_\_\_\_\_