



APPLICATION – REZONING

City of Mason

Planning Department • 201 W. Ash Street, Mason, MI 48854

Phone: 517/676-9155 • Fax: 517/676-1330

www.mason.mi.us

Applicant– Please indicate the following:	
Current Zoning District(s):	
Requested Zoning District(s):	

<u>PLANNING DEPARTMENT USE ONLY</u>
Application Received: _____
Tax ID: _____
Fee: _____
Receipt #: _____

I. **APPLICANT INFORMATION**

Name _____

Organization _____

Address _____

Telephone Number _____ Facsimile Number _____

Interest in Property (owner, tenant, option, etc.) _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.

II. **PROPERTY INFORMATION**

Owner _____ Telephone Number _____

Property Address _____

Legal Description: If in a Subdivision: Subdivision Name _____ Lot Number _____

If Metes and Bounds (can be provided on separate sheet): _____

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises to determine compliance with the requirements of the Zoning Code district requested by the applicant and compliance with conditions precedent to the granting of the Zoning District change requested.

Signature _____ Date _____

III. REQUEST DESCRIPTION

A. Site Area

Indicate the size of the site subject to the request for change of zoning:

In square feet (if under one (1) acre): _____

In acres (if over one (1) acre): _____

B. Master Plan

Future Land Use Designation (from Master Plan): _____

Does the proposed Zoning District conform to this designation? YES NO

C. Available Services

Public Water YES NO Paved Road(s) (Asphalt or Concrete) YES NO
Public Sanitary Sewer YES NO Public Storm Sewer YES NO

Note: Health Department Certification may be required where public water and/or sanitary sewer are not available

D. Current Use

Are there any structures currently on the property? YES NO

If so, describe the number of structures and how the structures are used (attach additional sheets, if necessary):

E. Soils Data

Has soil bearing capacity and septic suitability of the ground been tested? YES NO

If so, attach 30 copies. Note: such testing may be required if conditions warrant.

IV. APPLICATION MATERIALS

The following is a checklist of items that generally must be submitted with applications for Rezoning. The applicant must submit 30 copies. Incomplete applications will not be processed.

- Completed application form
- Plot Plan of area proposed for Rezoning (see "A" below)
- Legal description of area proposed for Rezoning
- Proof of ownership or owner authorization to request Rezoning
- Fee (see "B" below)
- Any other information deemed necessary

A. Plot Plan

The Plot Plan shall be drawn to a readable scale and shall show all of the following information:

1. Existing structures and parking areas, with setback dimensions from property lines
2. Survey pins or monuments
3. All easements on the property
4. Overhead and underground utilities
5. Floodplain and wetlands
6. Topography (where land characteristics have a bearing on the request)
7. Surface drainage, indicated by directional arrows
8. Existing zoning and use of surrounding properties

B. Application Fee \$300.00 All requests must be accompanied by a fee, as established by City Council. (Effective October 16, 2006)

V. APPLICATION DEADLINES

Complete applications must be received at least 45 days in advance of a Planning Commission meeting. A public hearing will be scheduled at the next Planning Commission meeting after the 45 day period. At that time the Planning Commission will make a recommendation to the City Council, which has the final authority to approve or deny an application for Rezoning.

Planning Commission meetings are held on the second Tuesday after the first Monday of every month. The City Council will consider recommendations from the Planning Commission at their regular meeting on the third Monday of the month. If any Monday is a City recognized holiday, the meeting is held on the following day (Tuesday).

VI. STAFF REPORT

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Rezoning. The report will explain the request and review whether it complies with the standards in the Zoning Code and the Master Plan. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.