

CASNOVIA TOWNSHIP
245 S. Canada Rd.
Casnovia, MI 49318
Phone (616)675-4064 Fax (616)675-5611

PETITION TO AMEND THE ZONING MAP
(per Zoning Ordinance, Article 21)
Print or type information requested

Date: _____
Non-Refundable Application Fee for Public Hearing: \$300.00 Check # _____
Review Fee: _____
Note: The review fee is determined by the Zoning Administrator and placed in an Escrow Account

The zoning change is being requested for the following described property:
Property Address: _____
Parcel Number(s): **61-13-** _____
Existing Zone District: _____ **Requested Zoning District:** _____

- Required information:
1. **Legal Description** (a copy of the deed may be substituted)
 2. Parcel size (acres or square feet)
 3. Attach a fully dimensioned site plan (survey recommended) that depicts the land affected by the proposed amendment. The site plan must show the property(s) that are affected by the request and the location of other adjacent and nearby properties. (See **Site Plan** requirements on page 3)

Current Use of Property: _____

Reason for Request:

Use additional 8 1/2" X 11" sheets of paper to explain the request, if needed.

APPLICANT: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

(If applicant is not the owner of the property for which the zoning change is proposed, please attach a notarized statement from the owner acknowledging his/her awareness of this petition.)

Property Owner(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Affidavit. Please read carefully prior to signature below.

By signing this application, I certify that I am the property owner or an authorized agent of the property owner and that all information with this application is accurate and true to the best of my knowledge. I agree to abide by all local, county, and state codes and regulations. I hereby give my permission to Township staff, elected and appointed officials, to enter the property for needed inspections related to this application. I understand and agree to pay the Township expenses for review of the application and any other related expenses.

Applicant Name: _____
(Print)

Applicant Signature: _____

Property Owners Signature (**Required if different than applicant**) _____

Date: _____



FOR TOWNSHIP USE ONLY

Date the complete application received: _____ Fees Paid: _____

Date of Public Hearing: _____

Planning Commission recommendation: _____

Date of Township Board meeting: _____

Township Board decision: _____

Comments or conditions: _____

Zoning Administrator / Township Official

Date

INSTRUCTIONS FOR FILING A PETITION

Site Plan:

Petitions to amend the zoning map must be presented to the Zoning Administrator and accompanied by the following documents and information:

- a.) A site plan, drawn to a readable scale, of the property involved and adjacent property within 300 feet which describes:
 - 1) All property boundaries and dimensions thereof;
 - 2) The location and use of all existing and proposed structures;
 - 3) The location of all existing and proposed streets, parking lots, driveways and utilities;
 - 4) The current zoning classifications on the subject property and all adjacent property; and
 - 5) The location of any body of water or flood plain within five hundred (500) feet of the subject property.

AMENDMENT PROCEDURE

- 1) Any person owning or having an interest in the subject property may file an application for one or more changes to the zoning map. Petitions to amend the zoning map must be submitted through the Zoning Administrator to the township Planning Commission. Each application must be accompanied by the appropriate application fee in accordance with the schedule of fees adopted by the Township Board.
- 2) After preliminary review of a complete Petition to Amend the Zoning Map, including the support material, the township Planning Commission will hold a public hearing on the request. Notice will be given by mail to the owners of property for which the zoning change is being considered, to all persons to whom real property is assessed within 300 feet of the boundary of the property in question and to all occupants of all structures within 300 feet. Notice of the public hearing will also be published in the Advance Newspaper or other newspaper of general circulation in the Township. Public notice will be made not less than fifteen (15) days before the hearing and state the time, place, date and purpose of the hearing.
- 3) At a public hearing described above (or at a subsequent public meeting), the township Planning Commission will recommend approval or denial of the Petition to Amend the Zoning Map to the Township Board.
- 4) The township Planning Committee will transmit a report of comments received at the public hearing, including all submitted supportive materials, to the Township Board. The Township Board may not act upon the proposed amendment until it has received the recommendation from the Planning Commission or until sixty (60) days have elapsed from date of reference of the amendment with a report being prepared by the Planning Commission. Upon receipt of the report and recommendation from the Planning Commission, the Township Board, by majority vote at a regular or special meeting called for that purpose, may adopt in whole or in part, deny or take any other action on the proposed amendment as it may deem advisable.
- 5) Amendments shall be filed with the Township Clerk. One notice of the adoption and summary of the amendment shall be published in the Advance Newspaper or other newspaper of general circulation in the Township within fifteen (15) days after adoption.

