

PUTNAM TOWNSHIP

REZONING INFORMATION SHEET AND CHECKLIST

Rezoning is the process by which a property is changed from one zoning district designation to another. These requests involve both the Planning Commission (PC) and the Township Board. This information is a summary of the rezoning application process, hearing procedures, and requirements. It is the responsibility of each applicant to review the Zoning Ordinance in order to comply fully with its requirements and procedures.

Procedure

1. The applicant requests a Zoning Application and the Rezoning Information Sheet and Checklist. The Zoning Administrator (ZA) will coordinate with other Township departments and consultants. Because of the potential impacts of rezoning, the applicant is encouraged to meet with Township officials and consultants before applying for a rezoning to discuss the feasibility of the proposal.
2. The ZA accepts the Zoning Application packet and the appropriate fee (including escrow fees to cover costs of review). All rezoning applications must be filled out completely and accurately by the applicant in order to be accepted, and must be signed by the owner of the property, or his/her authorized agent. Three copies of the completed and signed Zoning Application form, a completed Rezoning Information Sheet and Checklist, and 12 copies of the site survey or plot plan must be submitted at least **30 days** before the Planning Commission meeting. Incomplete applications will not be accepted.
3. Relevant Township officials and consultants review the request, and their comments and recommendations are forwarded to the PC.
4. The PC meets the **second** and **fourth Wednesday** of each month at 7:00 pm. Legal notices will be published in the newspaper, and all property owners within 300 feet of the property to be rezoned will be notified by mail of the public hearing.
5. At the public hearing, the applicant will be invited to describe the reasons behind the request. The public will be given an opportunity to speak on the proposal.
6. In deliberating, the PC will consider the request in regards to the Review Considerations listed in Chapter 33, Sec. 5 in the Zoning Ordinance (see below). Among other considerations, the PC will also determine if all of the uses possible under the proposed zoning district are appropriate for the subject property.
7. The PC will recommend approval of the rezoning or recommend denial. The Plan Commission may recommend, at its discretion, approval of a less intensive zoning district, or approval of rezoning a smaller area than requested.
8. The PC's recommendation is forwarded to the Livingston County Planning Commission for their review and recommendation. If no recommendation is received from Livingston County within 30 days after receiving the request, it is assumed that they have waived their right of review.
9. After receiving the County Planning Commission's recommendation, the Township Board will consider the request at a subsequent meeting. The Board may approve the rezoning, table the rezoning to a date certain in order to gather additional information, refer the request back to the Planning Commission for further study, or deny the request.
10. If the Township Board approves the rezoning, notice of approval must be published in the newspaper within 15 days. The rezoning does not become effective until 7 days after this publication.

Rezoning Checklist (please fill out completely and return with the application and site survey/plot plan)

Application Requirements (check off each item included with the submission)	
	Completed Zoning Application form
	Required filing fee (non-refundable)
	Escrow fee, if required (see Zoning Administrator)
	A plot plan or survey, drawn to a minimum scale of 1" = 200', containing all of the following:
	Legal description
	Address, parcel number, and acreage of the property in question
	Scale, north arrow, date of submission, and dates of any revisions
	A location map indicating major roads and section numbers
	Existing and proposed zoning
	Property lines of the subject property and setbacks of any existing buildings
	Existing and proposed parking areas and driveways.
	Location and dimensions of all existing structures
	Improvements to land and all land uses on the site
	Vehicular access, including public and private roads, private access easements, distance to road centerlines, right-of-way widths of all abutting streets and alleys, sight distances from all public streets for all proposed access ways
	Location of natural features, such as existing drainage courses, wetlands, floodplains, streams, wood lots, and steep slopes
	All existing easements or rights-of-way
	Location, size and capacity of all existing utility lines abutting or entering to service the site
Review Considerations	
	Include a detailed statement describing how the proposed amendment complies with the Review Considerations listed in Chapter 33, Sec. 5.B.2. Attach a separate narrative addressing the following considerations, or fill in the boxes below. Attach additional sheets if necessary.
1.	Will the proposed amendment be in accordance with the basic intent and purpose of the Zoning Ordinance?
2.	Will the proposed amendment comply with the adopted future land use map and/or further the comprehensive planning goals of the Township as defined in the adopted Township Master Plan?

Application Requirements (check off each item included with the submission)	
Review Considerations (cont.)	
3.	Is the proposed zoning consistent with the zoning classification of the surrounding land?
4.	Could all of the requirements in the proposed zoning classification be accommodated on the subject parcel?
5.	Are the site's physical, geological, hydrological and other environmental features compatible with the full range of uses in the proposed zoning district?
6.	Is the capacity of Township infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety and welfare of the Township?

The Planning Commission may request additional information it deems necessary to assist in the review of the request.

Contact Information: Any questions about rezoning requests or the Planning Commission can be directed to the Zoning Administrator:

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