

CITY OF ESCANABA

CHANGE OF ZONING DISTRICT/ COMPREHENSIVE PLAN AMENDMENT APPLICATION

PROPERTY OWNER:*

* If contract purchase, please provide copy of contract

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____

OWNER REPRESENTATIVE:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____

DESCRIPTION OF PROPERTY: Address: _____

Please provide recent survey of the subject property

** If applying for conditional rezoning, provide a letter stating offers on a separate sheet of paper

Sheet: _____ Block: _____ Lot: _____
Existing Zoning Classification: _____
Proposed Zoning District: ** _____
Existing Comp. Plan Designation: _____
Total land area to be rezoned: _____

ZONING AMENDMENT PURPOSE:

The Zoning Amendment is being requested for the purpose of (describe in detail)

NAMES AND ADDRESSES OF ADJACENT PROPERTY OWNERS: (Use separate sheet for additional names)

North: _____
South: _____
East: _____
West: _____

CERTIFICATION: I certify that the information contained herein is true and accurate.

Signed: _____
Property Owner

Signed: _____
Applicant, if different from Property Owner

FOR STAFF USE

Checklist

- | | | |
|--|--|---|
| <input type="checkbox"/> Adjacent Property Owners | <input type="checkbox"/> Offers (if applicable) | <input type="checkbox"/> Action by PC |
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Notice of PC Hearing Date | <input type="checkbox"/> Notification to City Clerk |
| <input type="checkbox"/> Fees Paid | <input type="checkbox"/> Contract Purchase Agreement | <input type="checkbox"/> City Council Hearing Date |
| <input type="checkbox"/> Survey of Property | <input type="checkbox"/> PC Public Hearing Date | <input type="checkbox"/> Action by City Council |
| <input type="checkbox"/> Property Located on Tax Map | | |

----- **DETACH AT DASHED LINE** -----

NOTIFICATION OF PLANNING COMMISSION HEARING DATE

Application of _____ to rezone property from _____ to _____ located at _____ will be heard by the Planning Commission on _____ in the City Council Chambers, 410 Ludington Street, Escanaba, MI 49829, at 6:00pm. The Applicant or their representative must be present at the meeting. A staff report on the application will be available at this office five days prior to the meeting.

Signature of Person Accepting Application: _____ Date: _____

CHANGE OF ZONING DISTRICT/ COMPREHENSIVE PLAN AMENDMENT APPLICATION PROCEDURE

(Cross-Reference: Zoning Ordinance – Section 103 Changes and Amendments)

The City of Escanaba Community Preservation Department uses a three (3) step application process, which must be followed in order for a zoning amendment to be acted upon by the City.

STEP 1. Initial Contacts with City Offices

The zoning amendment must be reviewed with the city staff (by appointment) prior to submission of materials for Planning Commission review. This initial discussion is to insure both the applicant and the City staff have a proper understanding of what is being requested by the applicant and to review the steps and approvals that are necessary to make the change.

STEP 2. Official Submission

An official submission of a zoning amendment can only occur after the City Administration has determined Step 1 to be completed. All required material to be submitted for approval must be complete and accurate. The proposed zoning amendment submission materials will be checked for completeness and accuracy. Failure to provide all required material and fees in accordance with the submission procedures, or incomplete submitted material might cause the entire submission to be rejected, returned or delayed.

MATERIALS REQUIRED FOR THE SUBMISSION OF A ZONING AMENDMENT

- One completed "Zoning Amendment Application Packet".
- The required submission fee (See the attached "Fee Schedule").
- Two (2) copies of a proposed zoning map which must include an accurate legal description of all lands proposed to be rezoned and identification of the pertinent existing and proposed zoning districts and labels.

Upon notice from the City that the application materials are complete, the applicant may be requested to submit additional copies of the final zoning map prior to the Planning Commission meeting. Additional copies may also be required for the future City Council meeting.

Procedurally, the Community Preservation Department will publish a newspaper notice of Public Hearing at least fifteen (15) days prior to the Planning Commission meeting so that each public entity, public utility company and each railroad company owning or operating any public utility or railroad within the district has an opportunity to comment on the proposed application. For properties which are proposed for rezoning, notice of the proposed rezoning and hearing shall be given at least fifteen (15) days before the hearing to the owners of the property in questions; all persons to whom real property is assessed within three hundred (300) feet of the boundary of the property in question, and to at least one (1) occupant of each dwelling unit or spatial area owned or leased by different persons within three hundred (300) feet of the boundary of the property in question. After the Public Hearing, the Planning Commission will make a recommendation on the zoning amendment request to the City of Escanaba City Council. The City of Escanaba City Council will then consider the amendment at a future City Council Meeting.

STEP 3. City Council Review

After the Planning Commission has recommended a zoning district change, the Escanaba City Council shall hold a Public Hearing to review and amend the Escanaba Zoning Ordinance if approved by the council.

Only the applicant and agents listed on the Application will receive a copy of the City Administration recommendations and a copy of the Planning Commission agenda before the Planning Commission meeting date. Any other party wishing to obtain a copy of the recommendation/agenda can obtain a copy from the City of Escanaba Website (www.escanaba.org) or through the City of Escanaba Clerk's Office.

SPOT ZONING

The zoning of a small area of land, or one or more properties, for a use that is not in harmony with the normal zoning plan for the area, especially if a small area is rezoned in a way that does not conform to the surrounding neighborhood will not be considered by the City of Escanaba. Spot zoning is normally invalid if the permitted use is very different from the surrounding area; the area involved is small; or it can be shown that the City of Escanaba has favored one land owner to the unreasonable detriment of the surrounding area, or so as to prejudice the intention of the Comprehensive Plan.