

# CITY OF ESCANABA

## ZONING TEXT AMENDMENT REQUEST

Zoning Text Amendment Request No.: \_\_\_\_\_

**PETITIONER:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**CONTACT PERSON:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Petitioner, hereby petitions the Planning Commission and City Council to amend the Escanaba Zoning Ordinance by changing the following text:

**FROM:** (Provide the existing language or an attachment of the existing text language here)

**TO:** (Provide the proposed language or an attachment of the proposed text language here)

**REASON FOR TEXT AMENDMENT:**

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

Signed: \_\_\_\_\_  
Petitioner

Signed: \_\_\_\_\_  
Applicant, if different from Petitioner

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**FOR STAFF USE**

**Checklist**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Completed Application     | <input type="checkbox"/> Fees Paid              | <input type="checkbox"/> Notice of PC Hearing        |
| <input type="checkbox"/> PC Hearing Date           | <input type="checkbox"/> Action by PC           | <input type="checkbox"/> Notification to City Clerk  |
| <input type="checkbox"/> City Council Hearing Date | <input type="checkbox"/> Action by City Council | <input type="checkbox"/> Public Hearing Notification |

# ZONING TEXT AMENDMENT PROCEDURE

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

The City of Escanaba uses a four (4) step application process, which must be followed in order for zoning text amendments to be acted upon by the City.

## **STEP 1. Pre-Application Conference With City Staff**

The zoning text amendment must be reviewed with 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. Preliminary Conference With Planning Commission**

The Zoning Text Amendment Request shall be forwarded to the Planning Commission for review and consideration for their next regularly scheduled Planning Commission Meeting. At this meeting a preliminary review of the request will be made by the Planning Commission and a recommendation to proceed with a Public Hearing will be considered.

## **STEP 3. Official Submission to Planning Commission**

An official submission of a zoning text amendment can occur only after the City Administration has determined Step 1. and Step 2. to be completed. All required material to be submitted for consideration and approval must be accurate and complete. The proposed zoning text 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 NEEDED FOR THE SUBMISSION OF A ZONING TEXT AMENDMENT**

- One completed “Zoning Text Amendment Application”
- The required submission fee (See the attached “Fee Schedule”).

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. 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 4. City Council Review**

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

For additional information on Escanaba’s Zoning Code go to the City of Escanaba Website ([www.escanaba.org](http://www.escanaba.org)) or through the City of Escanaba Clerk’s Office.