

**CHARTER TOWNSHIP OF CALEDONIA  
PETITION TO AMEND THE ZONING MAP**

Any person affected by the Charter Township of Caledonia Zoning Ordinance may submit a petition, in writing, to the Township requesting that consideration be given to amendments to the ordinance in the particulars set forth in the petition. The Planning Commission will hold a meeting to consider said petition and will notify the petitioner of the time and place of such meeting.

<b>OFFICIAL USE ONLY</b>
Date Received: _____
Check Number: _____

**Applicant's Name** \_\_\_\_\_ **Daytime Phone**( ) \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Agent's Name** \_\_\_\_\_ **Daytime Phone**( ) \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Name of owner** (if different from Applicant's) \_\_\_\_\_

\*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 interest of applicant** (owner, contract purchaser, etc.) \_\_\_\_\_

**Billing Address** (if different from Applicant's) \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Existing Zoning District:** \_\_\_\_\_ **Proposed Zoning District:** \_\_\_\_\_

The zoning change is being requested for the following described property:

**Address** \_\_\_\_\_ **Parcel Number:** 41-23-

**Legal Description** (a copy of the recorded deed may be submitted)

**Parcel size** (in acres or square feet) \_\_\_\_\_ **Size of site proposed for rezoning**

Please attach a fully dimensioned drawing that depicts the land affected by the proposed amendment.

**Reason(s) for request:**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Optional: I hereby grant permission for members of the Caledonia Township Planning Commission, Township Board and/or Township Staff to enter the above-described property for the purpose of gathering information related to the application. *Note to Applicant: This permission is optional.*

**Signature of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

Please see "Instructions for Filing a Petition to Amend the Zoning Map" for the list of supportive material which must accompany this petition, and deliver or mail to the Charter Township of Caledonia, 8196 Broadmoor Ave. SE, Caledonia, MI 49316, phone (616) 891-0070.

## INSTRUCTIONS FOR FILING A PETITION TO AMEND THE ZONING MAP

- 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.
- 2) Petitions to amend the zoning map must be submitted to the Township Planner/Planning Commission. Please submit 14 copies of the request, including a digital copy in PDF format. The request shall submit a fully dimensioned map if the request requires a change to the zoning map.
- 3) Each application must be accompanied by the appropriate application and escrow security deposit fees in accordance with the schedule of fees adopted by the Township Board on October 5, 2016.

	<u>Application Fee</u>	<u>Escrow/Security Deposit</u>
Map Amendment (rezoning)	\$500	\$2,500
Text Amendment	\$500	\$2,500
Planned Unit Development (PUD) (includes Site Plan Review)	\$500	\$3,000
Planned Mineral Removal (PMR) (includes Site Plan Review)	\$500	\$3,000

Application and escrow security deposit fees shall be in the amount established by resolution of the Township Board of Trustees. One check may be written to cover both application and escrow fees. Application fees are not refundable. Escrow fees are considered a security deposit for the project, and will be refunded upon completion of the project. **Ongoing charges incurred during the review and processing of applications, such as engineering and legal fees, will be billed back to the applicant for payment.** Failure to pay ongoing charges will result in the withholding of project approval.

**I have read and understood the Township’s Escrow/Security Deposit Policy.**

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

- 4) An application that is incomplete or otherwise not in compliance with the Caledonia Township Zoning Ordinance will be returned to the applicant. No application will be processed until properly prepared and submitted and all required fees paid in full.

## **PROCEDURE**

In compliance with the provisions of the Michigan Zoning Enabling Act (Act 110 of 2006, as amended), petitions to amend the zoning map will be processed as follows:

- 1) After a preliminary review of the Petition to Amend the Zoning Map, including the support material, the Township Planning Commission will hold a hearing on the request. Notice of the hearing will be given by mail or personal delivery 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 the occupants of all structures within 300 feet. Notice of the public hearing will also be published in *The Middleville Sun and News*. Public notice will be given by way of publication, not less than 15 days before the date of the hearing.
- 2) At the 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.
- 3) The Township Planning Commission will transmit a summary of comments received at the public hearing and the petition, including all submitted supportive materials, to the Township Board. The Township Board may hold additional hearings if deemed necessary. After receiving the report, the Township Board will grant a hearing on the petition to a property owner who, by certified mail addressed to the Township Clerk, requests a hearing. After consideration of the petition at a regular meeting or at a special meeting called for that purpose, the Township Board may, by majority vote of its membership, approve or deny the Petition to Amend the Zoning Map.
- 4) One notice of adoption will be published in *The Middleville Sun and News* within 15 days after adoption. In the absence of an effective date, any zoning change shall take effect 30 days after publication.
- 5) Within 7 days after publication of a zoning ordinance amendment, a registered elector residing in the portion of the township outside the limits of cities and villages may file with the Township Clerk a notice of intent to file a petition for referendum. If a notice of intent is filed, then within 30 days following the publication of the zoning ordinance amendment, a petition signed by a number of registered electors residing in the portion of the Township outside the limits of cities and villages equal to not less than 10% of the total vote cast for all candidates for governor, at the last preceding general election at which a governor was elected, in the Township may be filed with the Township Clerk requesting the submission of an ordinance or part of an ordinance to the electors residing in the portion of the township outside the limits of cities and villages for their approval. Upon the filing of a notice of intent, an ordinance or part of an ordinance passed by the Township Board shall not take effect until one of the following occurs:
  - a.) The expiration of 30 days after publication of the ordinance, if a petition is not filed within that time.
  - b.) If a petition is filed within 30 days after publication of the ordinance, the Township Clerk determines that the petition is inadequate.
  - c.) If a petition is filed within 30 days after publication of the ordinance, the Township Clerk determines that the petition is adequate and the ordinance or part of the ordinance is approved by a majority vote of the registered electors at an election called for that purpose.
- 6) All decisions of the Township Planning Commission and Township Board relating to the Petition to Amend the Zoning Map, including the findings supporting any decision, will be recorded in written form and retained as permanent records on file with the Township Clerk.