

**CHARTER TOWNSHIP OF CALEDONIA  
PETITION TO AMEND THE ZONING ORDINANCE TEXT**

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.

Applicant's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Agent's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_

The undersigned hereby petitions to amend the Caledonia Township Zoning Ordinance in order that the following may be allowed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This amendment if requested for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Please see "Instructions for Filing a Petition to Amend the Zoning Ordinance Text" 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 ORDINANCE TEXT**

Any person owning property or having an interest in the Township may file an application for one or more changes to the zoning ordinance text.

Petitions to amend the zoning ordinance text must be submitted through the Zoning Administrator to the Township Planning Commission. Please attach 14 copies of all application materials including one digital copy in PDF format.

Each application must be accompanied by the appropriate application fee 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>
Petition to Amend Zoning Ordinance Text	\$500	\$2,500

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:** \_\_\_\_\_

One notice of adoption will be published in the *Sun & News* within 15 days after adoption. In the absence of an effective date, any zoning change shall take effect 30 days after publication.

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 under this section. 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:

- 1) The expiration of 30 days after publication of the ordinance, if a petition is not filed within that time.
- 2) If a petition is filed within 30 days after publication of the ordinance, the Township Clerk determines that the petition is inadequate.
- 3) 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 register electors residing in the portion of the Township outside the limits of cities and villages voting thereon at the next regular election which supplies reasonable time for proper notices and printing of ballots, or at any special election called for that purpose. The Township Board shall provide the manner of submitting an ordinance or part of an ordinance to the electors for their approval or rejection, and determining the results of the election.

All decisions of the Township Planning Commission and Township Board relating to the Petition to Amend the Zoning Ordinance Text, including the findings supporting any decision, will be recorded in written form and retained as permanent records on file with the Zoning Administrator and the Township Clerk.