

Date Received by City

FILE NO.

Rezoning & Text Amendment Application

Items to Include with Application	Required Fee
1. Legal Survey with Legal Description of Subject Property 2. Map Showing the Land which would be Affected (no larger than 11 x 17) 3. For Text Amendments, Narrative Describing the Proposed New Text	\$800.00

Proposed New Zoning Classification	
Parcel #	Address

Applicant/Property Owner Information—REQUIRED	
Name	
Mailing Address	
Phone and Email	
"I" hereby certify to the correctness and knowledge of the information submitted and hereby agree to comply with the terms and requirements of all applicable City ordinances. ____ I also grant City staff and officials permission to enter onto the subject property in review of this application	
Applicant Signature	
If the applicant is not the property owner, proof of ownership or interest in the property (i.e. deed, land contract, option agreement, purchase agreement, power of attorney, lease, etc.) must be attached to this application.	

<u>CITY OF MOUNT CLEMENS USE ONLY</u>	
TAX ID # _____	
Public Hearing Notification Date _____	Public Hearing Publication _____
City Commission Action:	
DENIED _____	APPROVED _____
APROVED, WITH CONDITIONS _____	WITHDRAWN _____



City of Mount Clemens
Community Development Department
One Crocker Boulevard
Mount Clemens, MI 48043
Phone (586)469-6818
Fax (586)469-7695

Community Development Department Rezoning & Text Amendment Guide



A rezoning is a request to change the zoning classification of a property. Any use permitted within the specific zoning district will be allowed. For instance, if an applicant wished to rezone a site to “GC” General Commercial, the rezoning would be for any use permitted within the General Commercial Zoning District, not just the specific use an applicant is proposing. Any person, firm or corporation affected by the provisions of the Zoning Ordinance may initiate a text amendment, requesting that a specific section or sections of the Zoning Ordinance be changed.

An application fee must be submitted at the time the application is filed, per the current fee schedule. An escrow fee may also be required. A request for a rezoning requires that a public hearing be held in front of the Planning Commission. Notification of the public hearing will be published in a local newspaper of general circulation. In general, all persons owning property or residing within 300’ of the property involved in the request will be notified by direct mail. Any member of the public can choose to attend the public hearing where they will be provided the opportunity to comment or they may send written comment prior to the meeting.

Before the meeting you will receive an agenda and a copy of any staff report regarding your request. Although the Planning Commission uses this report to review your request, they make their decisions independently and consider public comment accordingly.

The applicant and/or representative must be present at each meeting of the Planning Commission when consideration of the rezoning request is made. At the meeting, the applicant or representative may be asked to make a brief presentation to explain the request to the Planning Commission. The Planning Commission will review the request and provide a recommendation of approval or denial to the City Commission.

The City Commission will then hold an introduction and first reading of the ordinance to rezone the property. The City Commission may choose to schedule a public hearing, refer the request back to the Planning Commission for additional review, table for further discussion, or schedule the second reading and adoption. If approved and adopted, the rezoning would become effective 10 days following the date of adoption.

Applicants should plan on the overall rezoning process taking anywhere from 2-4 months.

A text amendment request would follow the same procedure as a property rezoning, without the notification to adjacent property owners within 300’.

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