



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
300 W. THIRTEEN MILE RD.  
MADISON HEIGHTS, MI 48071  
(248) 583-0831**

**Procedure and Instructions for Filling Rezoning Applications**

- A. Contact Community and Economic Development Staff to schedule a pre-application meeting.
- B. Obtain a rezoning application from the Community and Economic Development Department at City Hall.
- C. Fill out the application in its entirety.
- D. Include (1) copy of the plot plan, drawn to scale, prepared in accordance with the following requirements:
  - a. Plan size not to exceed 11" x 17" inches.
  - b. The location of all existing and proposed structures.
  - c. The location of all existing and proposed drives and parking areas.
  - d. The dimensions of all lot and property lines, showing relationship of subject property to all abutting properties.
  - e. The location and right-of-way widths of all abutting streets, alleys and public easements.
  - f. Date, scale and north point.
  - g. The name and address of the person responsible for the preparation of the plan.
- E. Return one (1) copy of the completed application, two (2) copies of the plot plan and the filing fee of \$1500.00 to the Community and Economic Development Department at City Hall.
- F. When the petition is filed, complete with all the necessary and required information, said petition will be placed on the agenda of the Planning Commission.
- G. The Planning Commission normally meets on the third (3<sup>rd</sup>) Tuesday of each month. Applications must be filed at least four (4) weeks prior to such meeting to be placed on the agenda for that meeting.
- H. The Community and Economic Development Department will schedule a public hearing before the Commission meeting. Notice of such hearing must be advertised in the official newspaper at least fifteen (15) days prior to the date of such hearing ( hence the necessity for filling petitions at least four weeks prior to the meeting), and notices are sent to all surrounding property owners and the public utility companies.
- I. The petitioner will also receive notification of the meeting at which the case will be heard.
- J. The Commission will hold the public hearing, study the request and prepare their recommendation.
- K. The Commission's recommendation will be forwarded to the City Council which meets on the second and fourth Mondays of each month.
- L. The petitioner will receive notice from the Clerk's office of when this item will appear on the City Council agenda.



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- M. The City Council, after receiving the Commission's recommendation, will conduct its first reading and schedule a public hearing. After holding a public hearing, Council may take one of three courses of action: move to deny the request, move to approve the request, or postpone the matter for further discussion.
- N. If approved the zoning change take place ten (10) days after the final adoption of such amendments and upon publication in the official newspaper.
- O. The rezoning of property usually takes three (3) months to complete.

**REZONING PROCESS SUMMARY**

- A. Pre-application meeting with Community and Economic Development Department staff.
- B. Application
- C. Meeting No. 1 - Planning Commission public hearing.
- D. Meeting No. 2 - City Council first reading and setting of public hearing.
- E. Meeting No. 3 - City Council public hearing and second reading.
- F. If adopted, rezoning is effective ten (10) days after final adoption and after publication in the official newspaper.

Questions? Please contact the Community and Economic Development Department at (248) 583-0831.



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**Application to Rezone Land**

I (we) the undersigned do hereby respectfully apply and petition the City of Madison Heights to amend the Zoning Ordinance by changing the zoning map as hereinafter requested. As part of this application, the following facts are shown:

1. Request is hereby made that the following property be rezoned from \_\_\_\_\_ to \_\_\_\_\_.
2. The property address is \_\_\_\_\_ and the parcel is located on the \_\_\_\_\_ side of \_\_\_\_\_ street between \_\_\_\_\_ and \_\_\_\_\_ streets.
3. The legal description of said property is as follows: (attach separately if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The sidwell number for the property is: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
5. The owner of said property is:  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
6. The Applicant is:  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
7. The applicant is the:  
 Owner  Legal Representative  Purchaser  Other \_\_\_\_\_
8. Description of proposed use:  
\_\_\_\_\_  
\_\_\_\_\_
9. Attached two (2) copies of the plot plan prepared in compliance with the requirements shown in item number three (3) of the "Procedure for Filing Rezoning Application" and the \$1,500.00 application fee.

**Signature of Owner:** \_\_\_\_\_  
**Signature of Applicant:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Notary's Signature: \_\_\_\_\_  
Notary's Print Name: \_\_\_\_\_  
Notary Public, State of Michigan, County of: \_\_\_\_\_  
My Commission Expires on: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_

Note: All owners of the property must sign this application and all signatures must be notarized, or legal proof of authority to apply, such as a Power of Attorney, must be attached.