



## PETITION FOR A ZONING RECLASSIFICATION

Please read instructions on reverse side before completing this form. If additional space is required, attach a separate sheet.

I/We, the undersigned owner(s) of the property described below, do hereby petition for a zoning reclassification of this property from \_\_\_\_\_ zoning to \_\_\_\_\_ zoning.

**Address of Property:**

\_\_\_\_\_

**Legal Description of Property:**

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

**Present Use of Property:**

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

**Proposed Use of Property:**

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

**Reason why petitioner feels that a zoning reclassification should be granted:**

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

**Property Owner(s) \_\_\_\_\_ or Agent \_\_\_\_\_ (Check one)**

\_\_\_\_\_  
**Name**

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

\_\_\_\_\_  
**Telephone**                      **Fax**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

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

\_\_\_\_\_  
**Telephone**                      **Fax**

\_\_\_\_\_  
**Signature**

**FOR OFFICE USE ONLY**

Date petition Received: \_\_\_\_\_

Petition Fee Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Planning Commission Recommendation:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

City Commission Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Resolution No. \_\_\_\_\_



**INSTRUCTIONS FOR FILING A PETITION FOR A ZONING RECLASSIFICATION**

This petition must be accompanied by the following:

1. Payment of a non-refundable \$500.00 petition fee.
2. An affidavit authorizing an agent to act on behalf of the owner if the petitioner is not the owner.
3. A map or site plan of the area requested for zoning classification.

When completing this form, please supply the most complete information possible relating to the existing and proposed use of the property.

Submit petition, required documents and fee to the Zoning Administrator at 601 Avenue A, Springfield MI 49015, by the **second Monday of the month at which you wish to be considered.**

If assistance is required to complete this form, please contact:

City of Springfield Manager's Office  
Phone (269) 441-9271  
Fax (269) 965-0114

**ZONING RECLASSIFICATION STEPS**

Not less than fifteen (15) days prior to the Public Hearing the city is required to give notice to surrounding property owners and occupants concerning the proposed zoning reclassification.

The Planning Commission: A Public Hearing will be held on the proposed zoning reclassification. A recommendation may be given to the City Council for the approval of a proposed zoning reclassification but is not mandated at this meeting.

1<sup>st</sup> meeting of the City Council: The Council will introduce a proposed ordinance to amend the zoning ordinance to reflect the zoning classification change.

2<sup>nd</sup> meeting of the City Council: the council will have the second reading of the proposed ordinance. At this time, the City Council may approve or disapprove the proposed amendment to the zoning ordinance.

The zoning reclassification process is time consuming and could take two or more months to complete.

The Planning Commission meets the fourth (4<sup>th</sup>) Monday of the month at 6:30 p.m. and the City Council meets the First (1<sup>st</sup>) and third (3<sup>rd</sup>) Mondays of the month at 6:30 p.m.