



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

Name

Address

Address

Telephone

Fax

Telephone

Fax

Signature

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 \$200.00 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's Zoning Department
Phone (269) 965-3880
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.

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

2nd 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 (4th) Monday of the month at 7:30 p.m. and the City Council meets the First (1st) and third (3rd) Mondays of the month at 7:30 p.m.