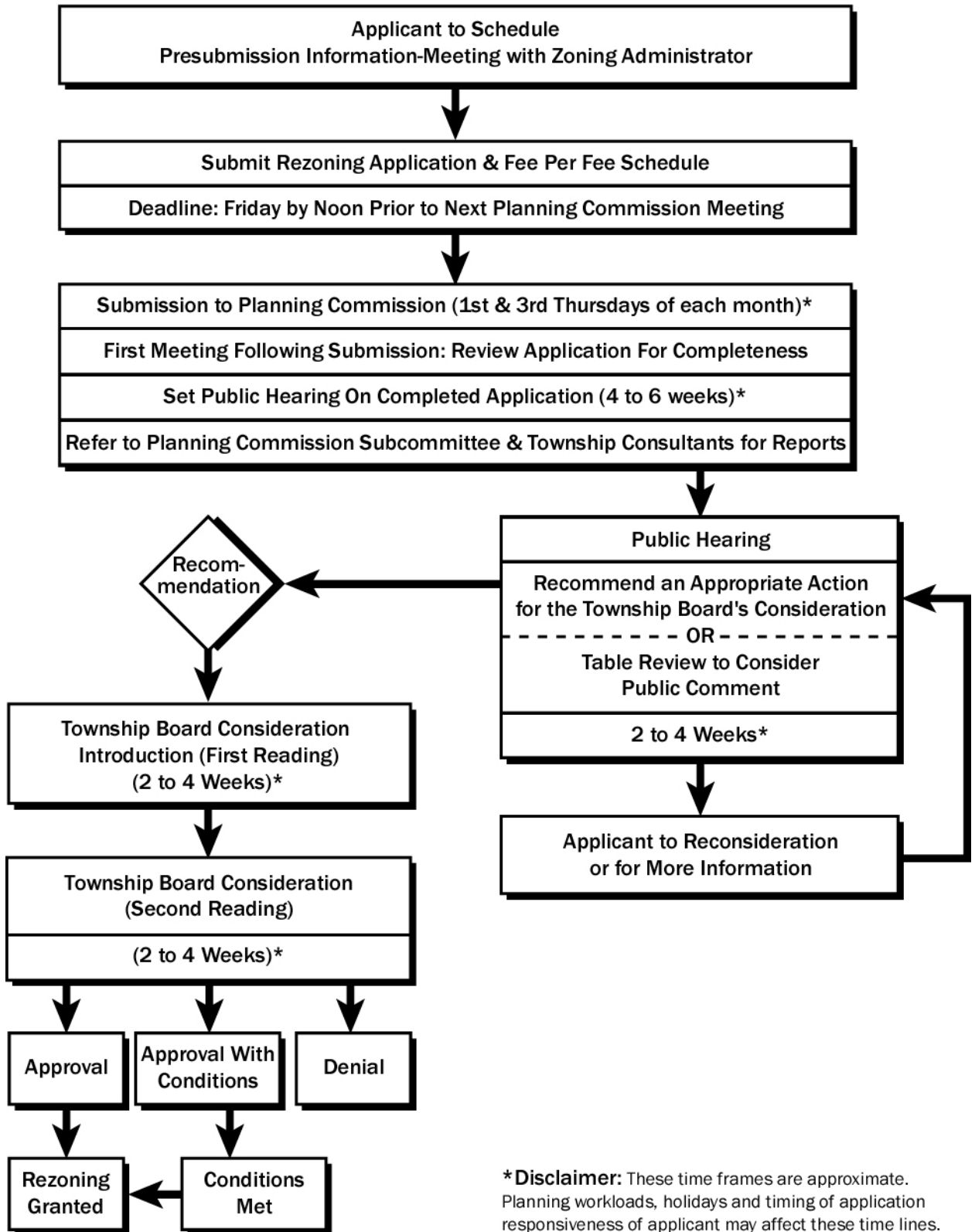




## Rezoning Request Process Diagram

- Notify Highland Township Planning Department that a parcel is being considered for rezoning.
- Schedule a meeting with the Zoning Administrator for presubmission information and submittal requirements.
- Complete the rezoning request application and submit application fee (See fee schedule). Complete applications submitted by noon on the Friday preceding a regularly scheduled Planning Commission meeting will typically be distributed at that meeting.
- After reviewing the application for completeness, the Zoning Administrator will schedule the application for the next Planning Commission meeting, which is held on the 1st & 3rd Thursdays of each month. This is an information meeting where the application will be referred to the Planning Commission Subcommittee for review as to completeness and prevailing conditions relative to the proposed rezoning. The applicant is not required to be at this initial meeting. (Check with the Planning Department to verify date and time of the next meeting where the application will be reviewed. The applicant should be present at all subsequent meetings)
- The rezoning request will be introduced prior to the public hearing and after the Subcommittee, & Township Consultants present their reports. The Planning Commission will review the application and set a public hearing within 4 to 6 weeks.
- After the public hearing, the Planning Commission will make one of two decisions:
  - Decision 1: Table the application to consider public comment, and reschedule the application for the next Planning Commission meeting within 2 to 4 weeks. The applicant may be asked to provide additional information. Once the additional information is ready for consideration, the Planning Commission will then recommend an appropriate action for the Township Board's consideration.
  - Decision 2: The Planning Commission recommends an appropriate action for the Township Board's consideration.
- If the Planning Commission makes their recommendation, the Township Board allows for a first reading of the request at a Township Board meeting, which is held within 2 to 4 weeks of the Planning Commission meeting.
- At the next meeting of the Township Board, or the second reading of the request, the Township Board will make one of three decisions:
  - Decision 1: Immediately approve the request and grant the rezoning.
  - Decision 2: Approved with conditions, which requires that the applicant must meet the conditions before the rezoning is actually granted; or
  - Decision 3: Request is denied.

# REZONING REQUEST - PROCESS DIAGRAM



**\*Disclaimer:** These time frames are approximate. Planning workloads, holidays and timing of application responsiveness of applicant may affect these time lines.

# Highland Township Plan Review Application

Highland Township  
205 N. John Street  
Highland, MI 48357  
248-887-3791, ext. 2  
FAX: 248-887-1937  
Lisa G. Burkhart, AICP  
Zoning Administrator



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

Date Filed: \_\_\_\_\_ Fee: \_\_\_\_\_ Escrow: \_\_\_\_\_ Case Number: \_\_\_\_\_

## NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

### REQUIRED COPIES OF PLANS

INITIAL REVIEW: 19 COPIES OR RESUBMITTAL: 19 COPIES  
CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES

**1. APPLICATION INFORMATION**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_

**OWNER INFORMATION -**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_

**2. LOCATION AND LOT DIMENSIONS OF THE SUBJECT PROPERTY: \_\_\_\_\_**

ADDRESS OR ADJACENT STREETS: \_\_\_\_\_  
LOT WIDTH: \_\_\_\_\_ LOT DEPTH: \_\_\_\_\_ LOT AREA: \_\_\_\_\_

**3. TAX IDENTIFICATION NUMBER(S) (SIDWELL): \_\_\_\_\_**

**4. LAND USE AND ZONING INFORMATION (WHEN APPLICABLE)**

PRESENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_  
PRESENT USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_  
FUTURE LAND USE PLAN DESIGNATION: \_\_\_\_\_

**5. SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan  
County Of Oakland

State Of Michigan  
County Of Oakland

Notary Public: \_\_\_\_\_

Notary Public: \_\_\_\_\_

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.