



**CITY OF FRASER**  
PETITION FOR REZONING  
# \_\_\_\_\_ RZ

*Office Use Only*

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

Review Fee Paid: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY FRONTAGE: \_\_\_\_\_ SIDEWELL NO: \_\_\_\_\_

**COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately).**

EXISTING ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_ SIZE (In Acres): \_\_\_\_\_

PROPERTY FRONTAGE: \_\_\_\_\_ PROPERTY DEPTH: \_\_\_\_\_

PURPOSE FOR REZONING: \_\_\_\_\_

LEGAL OWNER: \_\_\_\_\_

Name	Address	Phone
------	---------	-------

If the petitioner is not the sole legal owner, state all others with interest in properties and title by name and address (attach to application).

The applicant is required to submit a sketch plan, demonstrating the feasibility of developing the property for its intended use. The following information shall be required:

- Parcel size and shape.
- Size and general location of building(s), which may be located on site.
- Access to the site and arrangement of the parking area.
- Location and use of adjacent buildings.

- INSTRUCTIONS:**
1. Print or type application.
  2. Fifteen (15) copies of this application, sketch plan, and attachments must be submitted to the Fraser Building Dept. by the deadline date, call for deadline date 586-293-3920.
  3. All sketch plans must be submitted are to be a size of 8 ½ x 11 inch, or of a size that is reduced by folding to the same. (ALL BLUEPRINTS MUST BE FOLDED)
  4. One (1) copy of a drawing for the Public Hearing Notice, showing the location in relation to the nearest roads.
  5. Add comments on separate paper and attach to application.
  6. Return to City of Fraser Building Department.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Legal Owner (if not Applicant)

\_\_\_\_\_  
(Please print/type name below signature)

\_\_\_\_\_  
(Please print/type name below signature)

# CITY OF FRASER

## REZONING PROCEDURES

### APPLICATION PROCESS

The applicant obtains the necessary application forms from the City Hall.

The applicant returns eighteen (18) copies of the completed application, accompanied by the fee established by the City Council. Eighteen (18) copies of a feasibility sketch plan shall also be submitted along with the application. The sketch plan is provided for the purpose of ascertaining feasibility and development of the site for its intended purpose and to convey the intent and purpose of the request. **Review of this sketch plan does not constitute site plan review.**

### DISTRIBUTION OF THE APPLICATION

Copies of the application, sketch plan, and any other supporting material shall be submitted to the following:

- Planning Commission members.
- Planning Consultant.
- Other applicable City Departments, i.e., City Manager, Building, Public Safety, Assessor.
- State or County agencies, as appropriate.
- School District, County or State agencies, as appropriate.

The application will be placed on the next Planning Commission agenda, at which time the Commission may discuss the request and will determine when to hold a public hearing. The Commission may hear the applicant's proposal and review the Rezoning Procedures with the applicant. The Commission may also question the impact of the proposal on adjacent land uses, the neighborhood, and the City's Master Plan.

### NOTICE REQUIREMENTS

After the Public Hearing is scheduled by the Administration, the City shall prepare a notice to comply with the requirements of the Michigan Zoning Enabling Act. The publication shall include a description of the nature of the request; and, the legal description, parcel identification number(s) and addresses (if any) of the land proposed for rezoning; and, a graphic illustration of the location of the property; and, shall indicate when and where the request will be considered; and, shall indicate when and where written comments will be received concerning the request. Such notice shall be published not less than fifteen (15) days prior to the date that the application will be considered. In addition to the required notices, the City of Fraser will place a sign on the property proposed to be rezoned. The City should record the date the sign was placed on the site and when it was removed.

Copies of the Notice of Public Hearing shall be distributed to the following prior to the hearing:

1. If an individual property or several properties are being considered for rezoning, notice by mail or by personal delivery shall be given to the owner(s) of the property in question and the petitioner at least fifteen (15) days prior to the hearing.
2. A notice shall also be sent to the owners of all parcels (disclosed by the current tax roles) and to the occupants of the structures within three hundred (300) feet of the proposed rezoning.
3. All interested City and County offices and agencies (where necessary).
  - a. Planning Commission file;
  - b. City Attorney;
  - c. Superintendent of Schools (district affected); and
  - d. County Road Commission.

### **PLANNING COMMISSION CONSIDERATION**

The Planning Commission shall conduct a Public Hearing on the rezoning request on the date scheduled. The petitioner or representative must be present at the public hearing. The Commission may declare that the Public Hearing be tabled or continued to a specified date where there are additional public comments or where additional information is needed.

Consultants and departments shall prepare their written review and submit same to the Planning Commission at least eight (8) days prior to the scheduled Public Hearing on that case.

After the Public Hearing, the Planning Commission shall conduct their review. In addition to these reports, they shall review the Public Hearing comments, field survey notes, consultant, agency and staff reports, and Master Plan research. After due diligence, the Commission shall establish their findings of fact, draft a motion which includes the findings or reference to such, and shall have a roll call vote on such recommendation to City Council.