



225 Camburn St.
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www.stantononline.com

PROCEDURES TO REZONE PROPERTY

For all rezoning requests a public hearing is held by the Planning Commission which makes a recommendation to the City Commission which then makes the final decision.

For additional information or questions contact

City Manager/Zoning Administrator
Ph: 989-831-4440
citymanager@stantononline.com

Application Fee: \$ _____ (refer to current fee schedule posted at stantononline.com/forms/)

The application fee covers the cost of advertising the rezoning, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing.

Meeting Dates, Time, & Place

- **Stanton City Commission** meets second and fourth Tuesday of the month at 7:00 pm.
- **Stanton Planning Commission** meets on the third Wednesday of each month at 5:30 pm.
- **Place:** Stanton City Offices, 225 S. Camburn, Stanton, Michigan, 48888

Processing Period

A rezoning application usually takes 60 to 90 days to process.

Application Procedures

1. *Pre-application Conference.* Before submitting a formal application for rezoning the applicant is encouraged to meet with the City Manager to discuss the rezoning process.
2. *Application form.* The application form is on the City of Stanton website: www.stantononline.com or the form can be obtained from the City offices
3. Applicant returns completed rezoning application and fee to City Manager. The application must be signed by the applicant and the property owner if they are not the same person.
4. City Manager forwards the fee to the City Clerk and the application form to the Planning Commission members for discussion at their next regular meeting. **The applicant must attend this meeting to present the request.** At this meeting the Commission will schedule a public hearing.
5. The City Clerk prepares the notice of the public hearing which is published in the Greenville Daily News. The notice is also mailed by the Clerk to occupants and property owners within 300 feet of the boundaries of the proposed property. **The notice must be published and mailed at least 15 days before the date of the public hearing.**

The mailing list is taken from the most recent City assessment roll. A notice is also sent to any utility, airport or railroad that registers its name with the City for purposes of receiving such notice.

In cases where property within 300 feet of the site proposed for rezoning is within another municipality, the Clerk will obtain a list of those property owners in the adjoining municipality which are within 300 feet of the site to be rezoned and mail them a notice of the public hearing. An affidavit of the mailing is made and kept in the City files.

6. A report analyzing the request for a rezoning may be prepared by the Zoning Administrator or City Planner for the Planning Commission. This report is also sent to the applicant before the public hearing.

7. The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak on the rezoning. Following the public hearing that same evening or at a subsequent meeting, the Planning Commission will vote to approve or deny the request. **This vote is a recommendation to the City Commission.**

8. The Zoning Administrator forwards the recommendation of the Planning Commission to the City Clerk who places the rezoning request and Planning Commission recommendation on the agenda of the next City Commission meeting. This is not a public hearing. The City Commission is also provided with the rezoning report and the application materials.

9. The City Commission makes the final decision on the rezoning request and may vote to approve, deny, modify, or postpone the rezoning. The applicant must attend the City Commission meeting to present the request.

10. The City Clerk notifies the applicant in writing of the final decision by the City Commission.

11. If the rezoning request is approved, the City Clerk publishes the ordinance or summary of the ordinance in the Greenville Daily News within 15 days of adoption. The rezoning request is effective seven days after publication

12. The City Zoning Map is subsequently amended to illustrate the zoning change.