



FOUNDED 1862 • HEMLOCK

1180 N. Hemlock Rd. • Hemlock, Michigan 48626  
Phone 989-642-2097 • Fax 989-642-5882

# PROPERTY REZONING APPLICATION / REQUEST

**Notice:** State law requires publishing public notices prior to a public hearing for rezoning requests. Therefore, the township must receive a request at least four weeks prior to a regular Planning Commission meeting. The rezoning process can take up to 3 months to complete.

Send To: Richland Township Planning Commission  
1180 N. Hemlock Rd.,  
Hemlock, MI 48626

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

Applicant Name \_\_\_\_\_  
Street Address P.O. Box \_\_\_\_\_  
City Zip Code \_\_\_\_\_  
Contact Phone (\_\_\_\_) \_\_\_\_\_  
Contact Email \_\_\_\_\_

<b>Permit Fee: \$350.00</b>	
<b>Internal Use Only</b>	
Hearing Date:	_____
Hearing Time:	_____
Date Filed:	_____
Fee Paid:	_____
Receipt #:	_____

*(Select one of the following)*

- I am the sole owner of the Parcel in Question
- I am a joint owner of the Parcel in Question and have authority to act for the other owners.
- I am not an owner but have legal authority to represent the owner or owners of the property.

List all other persons, firms, or organizations having a legal or equitable interest in the property:

**Property for which rezoning is being requested:**

Parcel Number: 22-12-2-\_\_\_\_ - \_\_\_\_ - \_\_\_\_      Current Zoning District: \_\_\_\_\_  
Parcel Address: \_\_\_\_\_      Most Recent Use of the Parcel: \_\_\_\_\_

I (We) hereby petition Richland Township to rezone the property to zoning district: \_\_\_\_\_

I (We) wish to rezone this property because: \_\_\_\_\_

*I acknowledge that my representative or I must appear before the Richland Township Planning Commission on a date to be determined and make a presentation covering all elements on the checklist and application.*

*I acknowledge that my representative or I must appear before the Richland Township Board of Trustees on a date to be determined to answer any questions and possibly make a presentation covering all elements on the checklist and applications.*

*By making this application, I authorize township officials to enter upon the property to gather information relating to this application.*

*I hereby certify that the information provided on this application is true and accurate to the best of my knowledge.*

\_\_\_\_\_ Applicant \_\_\_\_\_ Applicant

<b>Office use only:</b>	<b>Application Number:</b>	
Application Reviewed by:	Date:	Hearing Date:

## The Following Items Must be Submitted with the Property Rezoning Application

- Copy of the legal description of the parcel.
- Copy of a survey or plat which clearly identifies the parcel to be rezoned.
- A survey or diagram showing the parcel and the current zoning of all surrounding parcels

## Rezoning Checklist (Zoning Map Amendment)

### The applicant should be ready to discuss the following at the meetings:

- The property for which rezoning is being requested, including location, size, existing buildings, road access etc.
- The current zoning of the property and surrounding parcels
- The current or most recent use of the property
- The current ownership of the property
- The planned use of the property
- The requested zoning district and the reason the change is needed.

## The Rezoning Process

1. The applicant files the Property Rezoning Application and required documents with the Zoning Administrator and pays the required fees to the Township. Fees are non-refundable and payment of fee does not guarantee approval of your project.
2. A public hearing is scheduled before the Planning Commission. The Planning Commission is required to conduct one or more public hearings on each rezoning request. The public hearing is usually scheduled for the same time as the monthly Planning Commission meeting.
3. Public notice of the date and time of the meeting is given by two publications in a newspaper of general circulation and by mail to all property owners within 300 feet of the property to be rezoned.
4. At the public hearing, the applicant describes the property and explains why the rezoning is necessary. Following the applicant's presentation, the Planning Commission will solicit and hear any comments from anyone present and review any written comments received on the topic. When all comments are heard, the public hearing will be closed.
5. The Planning Commission will discuss the request as part of New Business during its regularly scheduled meeting (usually immediately following the public hearing). Public comment will not be allowed unless the Chairman of the Planning Commission requests additional information. The Planning Commission will evaluate the request in terms of its own judgement on factors relating to the proposal and in terms of the likely effect on the Master Plan for the Township. The Planning Commission may recommend additions or modifications to the original application. The Planning Commission will either vote to recommend approval or denial of the application or may move to table the application pending additional information.
6. Following the Planning Commission vote, the Planning Commission shall submit the proposed amendments to the Saginaw County Planning Commission unless such Commission is no longer in existence. The County Planning Commission will notify the Township Board of its disapproval or approval within thirty (30) days of its receipt.
7. The Township Board of Trustees, with the recommendation of the Planning Commission shall approve or deny the request, or if it deems changes or additions are needed, can send the request back to the Planning Commission for further public hearings and consideration. **The change in zoning does not take effect until the Township Board adopts and publishes the ordinance change.**
8. No application for a rezoning which has been denied by the Township Board shall be resubmitted for a period of one (1) year from the date of the last denial except on grounds of newly discovered evidence or proof of changed conditions found upon inspection by the Township Board to be valid.