

Northfield Township Rezoning Process

Notice: It should be recognized that this manual does not supersede or preempt any part of Article 68.0 Amendments, of the Northfield Township Zoning Ordinance. It is the responsibility of the applicant to review Article 68.0

1. Application Submittal

The applicant shall submit the required information and eleven (11) copies to the Township Clerk. The information required varies depending on the type of amendment proposed. Section 68.04 lists the information required to be provided for both zoning map and text amendments. Review fees shall be enclosed as part of a complete rezoning application.

2. Notice of Public Hearing

Upon receipt of a complete application, Township staff will make proper notification of the meeting, as required by P.A. 110 of 2006 which includes, (1) that a notice be published in a newspaper of general circulation within the Township not less than 15 days before the date the application will be considered for approval and (2) that notice shall also be sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the zoning jurisdiction.

**Written notification shall not apply to comprehensive revisions of the zoning ordinance if eleven (11) or more adjacent properties are proposed for rezoning.*

3. Required Signage

For any proposed amendment to the zoning map, the petitioner(s) or owner(s) of the property to be rezoned shall place a 4' x 8' sign on each side of the property abutting a street. Each sign shall be erected at least 21 days, not more than 30 days, before the Planning Commission public hearing on the rezoning request.

4. Planner / Staff Review

The Township Planner and other Township staff as requested by the Zoning Administrator will provide a review and recommendation regarding the rezoning request based upon the review criteria found in Section 68.05. This review and recommendation will be presented prior to the public hearing being conducted at the Planning Commission meeting.

**5. Public Hearing
& PC
Recommendation**

Upon hearing the Planner's review and conducting a public hearing, the Planning Commission will make a recommendation to the Township Board to approve, approve with conditions, deny or postpone the rezoning request.

**6. Township
Board Action**

Upon receiving a recommendation from the Planning Commission, at the next available meeting the Township Board will consider the rezoning request and the Planning Commission's recommendation. Prior to taking the action, the Township Board may remand the proposed amendment back to the Planning Commission for further consideration. The Township Board will take action to approve, deny or postpone the rezoning request.

**7. Township
Board
Approval**

Once the Township Board approves the amendment to the Zoning Ordinance, a Notice of Amendment must be published within fifteen (15) days in a newspaper of general circulation within the Township, in conformance of Section 68.06.

8. Referendum

Within thirty (30) after the adoption of a zoning ordinance amendment / modification, a petition requesting for the submission of the amendment to the electors residing in the Township. The petition shall be signed by a number of qualified, registered voters residing in Northfield Township equal to not less than 8% of the total vote cast for all candidates for governor at the last preceding general election at which the governor is elected may be presented to the Township Clerk.

Approval

A zoning ordinance shall take effect 30 days after publication unless a petition is filed within the thirty (30) day period after publication is found adequate as outlined in Section 36-466(b).

Rezoning Checklist

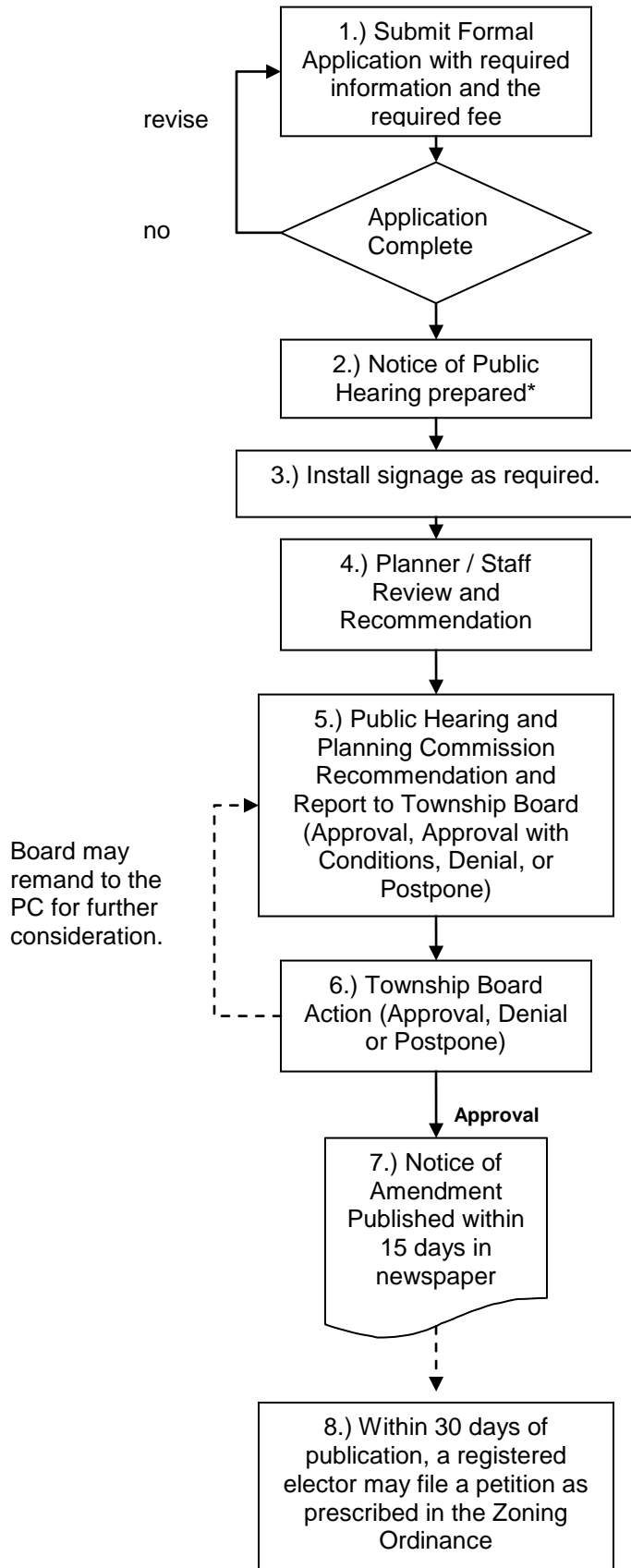
Information required for an amendment to the Official Zoning Map:

- A legal description of the property, including a street address and tax code numbers.
- A scaled map of the property, correlated with the legal description, and clearly showing the property's location.
- The name and address of the petitioner, the record owner, and all other parties claiming an interest in the property.
- The petitioner's interest in the property. If the petitioner is not the record owner, the name and address of the record owners, and the record owners' and other interested parties' signed consent to the petition.
- Signatures of petitioners and owners certifying the accuracy of the information.
- Identification of the zoning district requested and the existing zoning classification of the property.
- A vicinity map showing the location of the property, and adjacent land uses and zoning districts.
- General description of natural resources on the site as woodlands, wetlands, etc.

Information required for an amendment in the Zoning Ordinance text:

- A detailed statement of the proposed amendment, clearly and completely setting forth all proposed provisions and regulations, including all changes in the zoning ordinance necessary to accommodate the proposed amendment.
- Name and address of the petitioner.
- Reasons for the proposed amendment.

**Rezoning Flow Chart
Per Section 68**



*Notice to property owners shall not apply to comprehensive revisions, where eleven or more adjacent properties are proposed for rezoning.