

Northfield Township Rezoning Process

Notice: It should be recognized that this manual does not supersede or preempt any part of Article 32.0 Amendments, of the Northfield Township Zoning Ordinance. It is the responsibility of the applicant to review Article 32.0

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 36-1005 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 in (2) above shall not apply to rezonings 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 owners(s) of the property to be rezoned shall place a 4' x 4' sign on the side of the property abutting a street. Each sign shall be erected at least 15 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 36-1006. 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, 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 Adoption must be published within fifteen (15) days in a newspaper of general circulation within the Township, in conformance of Section 36-1008.

8. Referendum

Within thirty (30) after the adoption of a zoning ordinance amendment, a petition requesting for the submission of the amendment to the electors residing in the unincorporated portion Township may be submitted to the Township Clerk. 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 8 days after publication unless a petition is filed within the thirty (30) day period after publication per Section 36-1009.

Rezoning Checklist

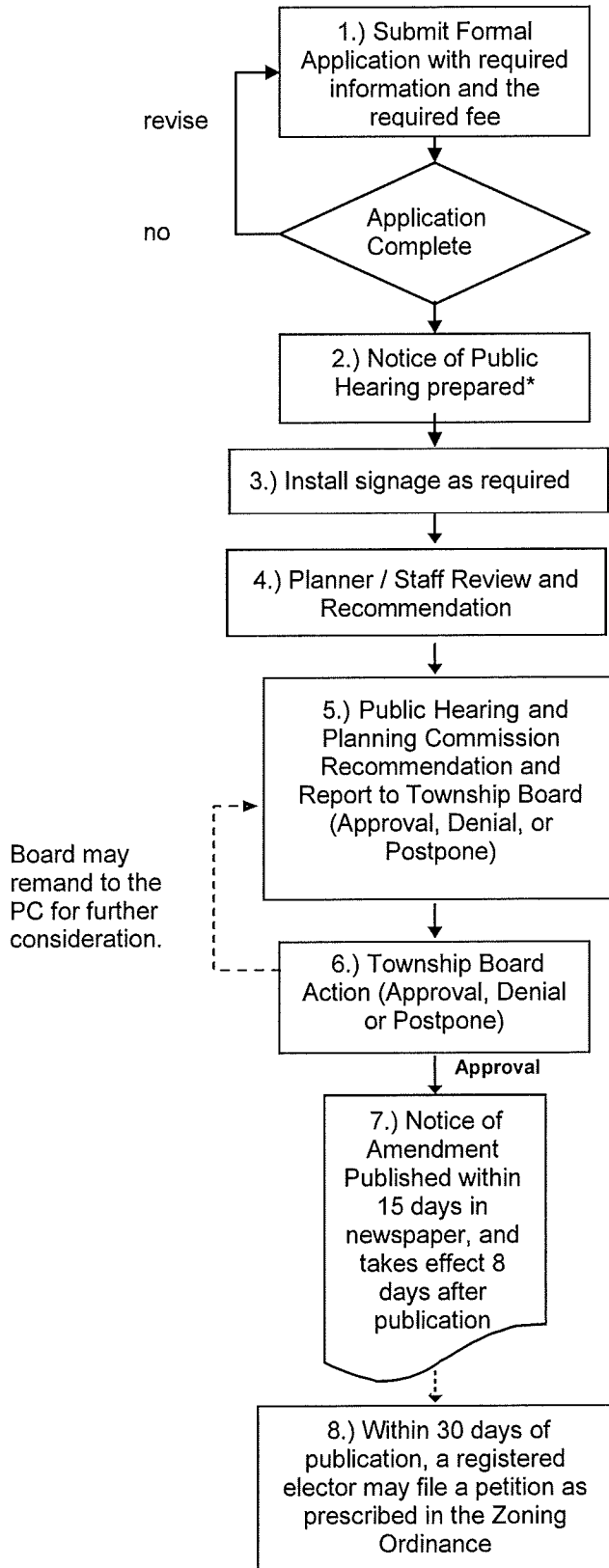
Information required for an amendment to the Official Zoning Map:

- 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 Article 32**



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

NORTHFIELD TOWNSHIP

ZONING AMENDMENT CHECKLIST

PROJECT NAME:

A Zoning Amendment application submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review and recommendation as provided in Article 32 to Northfield Township:

INFORMATION REQUIRED FOR AMENDMENT TO THE OFFICIAL ZONING MAP

A legal description of the property, including a street address and tax code numbers.	<input type="checkbox"/>
A scaled map of the property, correlated with the legal description, and clearly showing the property's location.	<input type="checkbox"/>
The name and address of the petitioner, the record owner, and all other parties claiming an interest in the property.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Signatures of petitioners and owners certifying the accuracy of the information.	<input type="checkbox"/>
Identification of the zoning district requested and the existing zoning classification of the property.	<input type="checkbox"/>
A vicinity map showing the location of the property, and adjacent land uses and zoning districts.	<input type="checkbox"/>
General description of natural resources on the site as woodlands, wetlands, etc.	<input type="checkbox"/>

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.	<input type="checkbox"/>
Name and address of the petitioner.	<input type="checkbox"/>
Reasons for the proposed amendment.	<input type="checkbox"/>

NORTHFIELD TOWNSHIP

ZONING AMENDMENT APPLICATION

NAME:

PROPERTY ADDRESS:

Applicant Information:

Owner Information:

Name:

Name:

Address:

Address:

Phone:

Phone:

Email:

Email:

If the applicant is not the property owner, then a statement from the owner **MUST** be attached authorizing the application.

Proof of ownership **OR** Statement if applicant is not owner is attached.

If applicant is not the owner, describe applicant's interest in the property

PROPERTY DESCRIPTION

Legal Description: Attached On Site Plan

Parcel ID(s):

Reason for Proposed Zoning Amendment:

Total Acreage of Site:

Sanitary Facilities: Sewer Septic

Water: Municipal Private Well

Current Zoning Classification(s):

RC AR LR SR1 SR2 MR VC LC GC ES HC GI LI Other

Proposed Zoning Classification(s):

RC AR LR SR1 SR2 MR VC LC GC ES HC GI LI Other _____

General Description of Natural Resources on the Site (e.g. wetlands, woodlands, etc.)

AUTHORIZED SIGNATURE

I hereby state that all of the above statements and all of the accompanying information are true and correct.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Received Date: _____

Planning Commission Received Date: _____

Planning Commission Action: Approved Date: _____ Denied Date: _____

Expiration Date: _____

Township Board Action: Approved Date: _____ Denied Date: _____

Fee Received: Cash Check # _____