

315 BRIDGE STREET
P.O. BOX 398
ELK RAPIDS, MI 49629-0398



VILLAGE OF ELK RAPIDS
PHONE: 231-264-9274
FAX: 231-264-6337

ZONING AMENDMENT REQUEST

FILE # _____

PLANNING/ZONING DEPARTMENT

APPLICATION FEE: \$ _____

E-MAIL: vllgzoning@elkrapids.org

Zoning Amendment Request Requirements

Applications for a Zoning Amendment Request must be received twenty-five (25) days prior to the date of the Planning Commission meeting to be placed on the agenda. You or your representative should be present at the meeting to explain your request and to answer any questions.

The Planning Commission shall schedule a public hearing following a determination by the Planning/Zoning Department that the application is complete after which the Planning Commission will make a recommendation to the Village Council. Two readings are required for Zoning Amendments to be scheduled by the Village Council at which time the Council will consider final action on the request.

Regular meetings of the Planning Commission are held on the fourth Tuesday of each month at 7:00 p.m. at the Elk Rapids Community Governmental Center. Regular meetings of the Village Council are held on the first and third Monday of each month at 7:00 p.m.

Applicant Information

Name, Address, Phone # and E-mail Address of Owner:

Name, Address, Phone # and E-mail Address of Agent (if applicable):

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Action Requested

Text Amendment:

Identify Chapter, Article, and/or Section of the Village of Elk Rapids Zoning Code requested for amendment. Attach copy of proposed ordinance language.

Re-zoning:

Rezone Parcel # _____ from _____ to _____ for the following purposes:

Property Information

Address: _____ Parcel #: _____

This parcel is platted, un-platted, located within the T.I.F.A.

Present use of the property:

Name, Address, Telephone and E-mail address of all persons, firms or corporations having a legal or equitable interest in the property:

Site Plan Requirements

Attach a site plan or registered land survey showing all existing structures on the property, all proposed structures and marking those structures that will be removed. Also, the general shape, size and location of all existing structures within 100 feet of the property along with their uses shall be depicted on the site plan, along with all abutting roads, streets, alleys, or easements.

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Statement of Justification for Requested Action

State specifically the reason for this rezoning request at this time. Include why, in the opinion of the Applicant, the rezoning requested is consistent with the Master Plan and why such a rezoning is consistent with adjacent zoning districts and land uses:

If the proposed rezoning does not conform to the Master Plan or adjacent zoning district and land uses, explain what specific changes or changing conditions in the immediate area make the rezoning necessary to the promotion of public health, safety, and welfare, and if approved, will not be detrimental to the property of other persons located in the vicinity. Attach any supporting documentation which substantiates your claim.

Certification and Affidavit

The undersigned affirm(s) that he/she/they is/are the Owner Owners Representative, involved in the petition and that the answers and statements herein contained an the information submitted are in all respects true and correct to the best of his/her, or their knowledge and belief. By making this application, the undersigned grants all officials, staff, and consultants of the Village of Elk Rapids access to the subject property as required and appropriate to assess site conditions in support of a determination as to Zoning Code compliance.

Signature: _____

Date: _____

Signature: _____

Date: _____

NOTICE TO APPLICANT

Public hearing notices regarding rezoning requests will be sent to residents and property owners within 300 feet of the site involved in the request and notices will be posted on the Village of Elk Rapids website and published in the newspaper of record. The opinions and concerns of residents and adjacent property owners are taken into consideration by the Planning Commission and the Village Council in the course of the public hearing.

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FOR VILLAGE USE ONLY

FILE NUMBER: _____

FEE TENDERED:
CASH CHECK # _____

REQUEST FOR ZONING AMENDMENT:

APPROVED

DENIED

AUTHORIZED SIGNATURE:

Planning and Zoning Administrator

DATE: _____