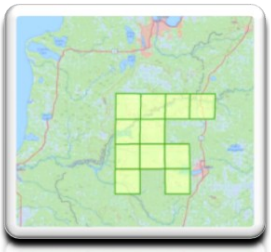

Wexford Joint Planning Commission

401 N. Lake Street
Cadillac, Michigan 49601
(231)444-6159 www.wexfordjpc.org

Petition to Amend Zoning Ordinance

Text Amendment ☐ Map Amendment ☐ Rezoning ☐

Property Information

Street Address	
Parcel Identification Number(s)	Platted Lot (if applicable) *Subdivision:* *Lot No:*
Land Area (acres)	Property Dimensions *Width at Road Frontage:* *Depth:*
Current Use(s)	Current Zoning
Proposed Zoning	
Purpose for Rezoning:	

Applicant Information ☐ *Check here if same as above*

Name:		
Address:		
City:	State:	Zip
Phone:	Email	

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans are complete and accurate to the best of my (our) knowledge.

I (we) authorize the administrators and representatives of the Wexford Joint Planning Commission to enter and conduct an investigation of the above referenced property.

Applicant's Signature:	Applicant's Printed Name	Date:
Property Owner's Signature:	Property Owner's Printed Name:	Date:

Office Use Only

Date Filed:	File #	Escrow #

1. **Completed Applications**. Applications must be submitted with all the information typed or printed in ink along with the following:

    a. Location map showing the subject property and abutting parcels. A generalized development plan may be submitted at the option of the petitioner. Detailed plans are not required for rezoning.
    b. Letter of intent outlining plans for development of the property.
    c. Statement indicating why the change is necessary for the preservation of substantial property rights, and why the change will not be detrimental to the public welfare of the property of others in the vicinity.
    d. The names of all owners, if a corporation or partnership, provide names and address of officers/principals. If the applicant is not the owner of the land in Fee Simple Title, a document (land contract, purchase agreement, option to purchase, etc.) must be provided that indicates the applicant's interest in the property.
    e. Notarized letter from property owner indicating no objection to rezoning.
    f. Environmental Impact Statement (EIS).
    g. Any deed restrictions for the subject parcel of land or certification from the title company or an attorney that there are no recorded restrictions in existence.
    h. Any other information which the applicant feels will aid the WJPC in its review.
    i. PDF files of all of the above submitted information.

2. **Review Process**. WJPC Staff and consultants will review the plans to ensure compliance with the Zoning Ordinance. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on the Planning Commission agenda until all necessary information is submitted and reviewed.

    The applicant will be notified of the date and time that the public hearing will be held by the Planning Commission. A representative for the project must be present at the public hearing. Planning Commission meetings are generally held the fourth Monday of each month at 6:30 P.M. At the public hearing, the Planning Commission will make a recommendation on the rezoning request, and it will then be forwarded to each municipality board for the final votes to approve.

    The rezoning petition is noticed for public hearing in accordance with Act 110 of the Public Acts of 2006, as amended. Notification is provided to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request, and to the occupants of structures within 300 feet of the subject property. The notice is also published in the local paper (Cadillac News) not less than 15 days prior to the public hearing.

3. **Fees**. Established fees as follows much be provided before the application can be processed. Checks should be made payable to "Cherry Grove - WJPC."

Rezoning	$4,670.00, which covers all expenses in processing the application, including review by the Planner of Record and the WJPC land attorney. Costs also include publishing and changes to the map and ordinance. Also, publishing decisions from each municipality in local newspaper.

4. **Questions or Clarifications**. Please contact the Planning and Zoning Administrators at the contact information at the top of the application for questions or clarifications.