

Charter Township of Clinton Rezoning Procedures

An APPLICATION TO AMEND THE MAP OF THE PLANNING AND ZONING CODE is required to submit request to the Charter Township of Clinton to enact new legislation to be applicable to the general public.

The Charter Township of Clinton requires that land be properly zoned for any proposed development by new construction or reconstruction, for any use of land and or any new occupancy of an existing building.

An APPLICATION TO AMEND THE MAP OF THE PLANNING AND ZONING CODE shall not be construed as permission to proceed with any development or to establish any use or to occupy any existing building on any land not properly zoned for the proposed development, use or occupancy.

It is the policy of the Clinton Township Planning Commission to make recommendation to the Clinton Township Board to deny an application which, in the opinion of the Planning Commission, is not consistent with the Master Plan for the Charter Township of Clinton.

Thorough understanding by the applicant of all procedures and requirements can be crucial in minimizing costs and delays. The applicant is encouraged to contact the Clinton Township Department of Planning and Community Development prior to filing this application. Discussion of the proposal with a Staff Planner can be an invaluable means to identify and eliminate potential problems.

Information regarding zoning districts, uses and applicable standards is contained in the PLANNING AND ZONING CODE OF THE CHARTER TOWNSHIP OF CLINTON (ORDINANCE NO. 260), as amended.

APPLICATION

This Application to Amend the Map of the Planning and Zoning Code shall be filed with the Clinton Township Department of Planning and Community Development. It is suggested that the applicant file this application in person rather than by mail.

Refusal or failure by an applicant to comply with the following procedures shall constitute sufficient grounds to withhold an application from processing.

The following forms, documents and data shall be the minimum required to file this application. All forms shall contain original signatures notarized as required.

1. One (1) copy of the "APPLICATION TO AMEND THE MAP OF THE PLANNING AND ZONING CODE" form

2. One (1) copy of the "AFFIDAVIT OF OWNERSHIP OF LAND IN THE CHARTER TOWNSHIP OF CLINTON" form
3. One (1) copy of the Township RECEIPT for fee payment
4. One (1) copy of the LEGAL DESCRIPTION of the land
5. One (1) copy of a VICINITY SKETCH
6. One (1) copy each of any OTHER SUPPORTING DATA

If the applicant is not certain that all the data is accurate to complete the application, such spaces on the form should be left blank and the Staff of the Department of Planning and Community Development will assist the applicant in obtaining the correct information.

APPLICANT INFORMATION

The applicant generally is the individual who will attend the meetings of the Clinton Township Planning Commission and the Clinton Township Board and to whom all pertinent correspondence will be addressed.

The applicant may choose to designate a representative. A representative typically serves the interests of the applicant in a technical capacity such as that of project architect, engineer or building contractor. A business partner, attorney or real estate broker may represent the applicant.

The representative shall be empowered to speak and correspond on behalf of the applicant and will receive duplicate correspondence.

The applicant and/or designated representative must be present at each meeting of any commission or board when consideration of the request to amend the map of the Planning and Zoning Code is made.

LAND INFORMATION

Much of the information required to complete this section of the application can be obtained from the property deed or land contract, the latest tax bill or a land survey.

PROJECT INFORMATION

The current use of the land shall be identified.

The existing zoning of the land shall be identified.

The proposed use of the land shall be identified.

The proposed zoning of the land shall be identified.

AFFIDAVIT OF OWNERSHIP

The Affidavit of Ownership of Land in the Charter Township of Clinton is required to identify the titleholder to the land.

If the property is jointly or corporately owned, any one person having authority within a partnership to do so shall sign the affidavit. The separate signature of each owner/partner is not required.

FEE PAYMENT

A non-refundable filing fee, in check or money order made payable to the CLINTON TOWNSHIP TREASURER, shall be paid at the office of the Township Treasurer.

A fee is required in the amount of One Thousand Two Hundred (\$1,200.00) Dollars.

LEGAL DESCRIPTION

If the land is un-platted acreage or involves any part of a platted lot, the legal description of the land shall be written in metes and bounds contained in a survey which shall be certified by a licensed professional surveyor registered with the State of Michigan. The application will not be accepted without such certification.

The legal description and the seal of the licensed professional surveyor shall be incorporated onto the vicinity sketch.

If the land is an undivided lot or lots within a platted subdivision, a certified land survey is not required.

VICINITY SKETCH

The vicinity sketch shall be a legible drawing showing the general location of the land identified by the legal description in relation to the nearest intersection of streets or U.S. Government Section Corners.

If the land is un-platted acreage or involves any part of a platted lot, the vicinity sketch shall be certified by a licensed professional surveyor registered with the State of Michigan. The application will not be accepted without such certification.

If the land is an undivided lot or lots within a platted subdivision, certification of the vicinity sketch is not required.

OTHER SUPPORTING DATA

Other supporting data may consist of any additional drawing, document, written statement, evidence, engineering data or information in sufficient detail to explain the basis for the proposed amendment to the map of the Planning and Zoning Code.

PROCESS

The processing of this application will take a minimum of from eighteen (18) to twenty (20) weeks from the date on which this application is filed to the effective date of an ordinance which may be adopted by the Clinton Township Board to amend the map of the Planning and Zoning Code of the Charter Township of Clinton.

A date for the required public hearing on the proposed amendment to the map of the Planning and Zoning Code will be determined at a regular meeting of the Planning Commission. The date of the public hearing which is scheduled by the Planning Commission will be advised to the applicant and/or representative.

The Charter Township of Clinton will cause two publications, in a newspaper of record, of the Notice of Public Hearing to Amend the Map of the Planning and Zoning Code of the Charter Township of Clinton.

The Charter Township of Clinton will issue notice of the public hearing to persons shown on the latest tax roll as owners of land and occupants of each unit of all structures located within three hundred (300) feet of all boundaries of the land and including the land as proposed for rezoning. The Charter Township of Clinton also will issue notice of the public hearing to each electric, gas, pipeline and telephone public utility company and each railroad operating within the Township.

The applicant and/or designated representative must be present at each meeting of any commission or board when consideration of the proposed amendment to the map of the Planning and Zoning Code is made.

At the public hearing, the Clinton Township Planning Commission shall take under consideration and make their recommendation on only the property identified in the application.

The recommendation on the requested amendment to the map of the Planning and Zoning Code will be issued by the Township Department of Planning and Community Development to the Clinton Township Board for their determination.

Upon receipt of the recommendation by the Clinton Township Planning Commission, the Clinton Township Board may take any action permitted or authorized by ordinance and/or statute.

The adoption of an Ordinance to amend the map of the Planning and Zoning Code shall not be construed as permission to proceed with any development or to establish any use or to occupy any existing building on any land not properly zoned for the proposed development, use or occupancy until such adopted Ordinance shall become effective and other assurances to record are made.

The applicant may consult with the Clinton Township Department of Planning and Community Development for information and to obtain the appropriate application for proposed development, use or occupancy.

The applicant may consult with the Clinton Township Department of Building for information regarding Building Permit applications, fees and procedures relevant to proposed development, use or occupancy.