

GROSSE POINTE WOODS
20025 Mack Plaza, Grosse Pointe Woods, MI 48236
Phone (313) 343-2426 - E-mail: building@gpwmi.us

REZONING APPLICATION INSTRUCTIONS

- Pre-Application Conference. Developers are encouraged to meet with City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient.

An appointment for a pre-application conference can be scheduled by calling the Zoning Administrator at (313) 343-2440. While a pre-application conference is not required, it is highly recommended. Where a pre-application conference does not occur, the developer is encouraged to be familiar with all City requirements and to submit a complete and fully documented application.

- Only complete applications will be processed. Incomplete applications will be returned to the applicant. A complete application includes the following list of items pertaining to the requested Rezoning:
 1. 12 full-sized, folded copies and 1 ledger-sized copy of a scaled, legible illustration with the required details.
 2. A separate detailed written statement fully explaining your request.
 3. Legal description of the property.
 4. All appropriate signatures and authorizations.
 5. The fee as listed.
- Incomplete applications will be returned to the applicant.
- The Planning Commission meets the fourth Thursday of each month, applications are due a minimum of 30 days prior to the meeting. Please note that meeting dates may be altered for November and December due to the holidays.
- Rezoning petitions are heard in front of the Planning Commission and then the City Council. It is the applicant's responsibility to provide revised drawings (4 full-sized, folded copies and 1 ledger-sized copy) and other required information for the City Council meeting. Please note that applications may be delayed if submitted on the last filing day or if significant issues have not been resolved in a timely manner.

REZONING APPLICATION

1. Applicant: _____
- Mailing Address: _____
- Street City Zip
- Daytime Phone: _____ Fax: _____
2. Property Owner: _____
- Mailing Address: _____
- Daytime Phone: _____ Fax: _____
3. Project Manager: (required) _____
- Mailing Address: _____
- Street City Zip
- Daytime Phone: _____ Fax: _____
- Other Phone: _____
4. Address of Property: _____
5. Legal Description of Property: _____
- _____
- _____
- (Or attach a legal boundary description)
6. Permanent Parcel Number: _____
7. Request: To Rezone From: _____ To: _____
- For the Following Purpose:
- _____
- _____

Attach a detailed written statement fully explaining your request.

8. Present Use of Property: _____

9. Attach an Accurate Drawing of the Site Showing:

- a) Property boundaries
- b) Existing buildings
- c) Unusual physical features of the site or building
- d) Abutting streets
- e) Existing zoning on adjacent properties
- f) Location of buildings on adjacent properties

10. Names and Addresses of all other Persons, Firms or Corporations having a Legal or Equitable Interest in the Property:

Applicant must provide lease, purchase agreement or written authorization from Owner.

DECLARATION:

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above, legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Grosse Pointe Woods Zoning Ordinance.

By virtue of my application, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my application are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature: _____ Date: _____ **Filing**

Fee: \$750.00 + Public Hearing Fee \$375 Page 2 of 2

CITY OF GROSSE POINTE WOODS INTERNAL TRACKING FORM

1. Applicant: _____
2. Request: _____
3. Fee: _____
4. Dispersed as is Appropriate to the Following Departments for Review and Comments with Recommendations:

	<u>Date Dispersed</u>	<u>Date Report Received</u>
BUILDING & ENGINEERING DEPT.	_____	_____
CITY ATTORNEY (If Applicable)	_____	_____
DEPT. OF PUBLIC WORKS	_____	_____
FIRE DEPARTMENT.	_____	_____
PLANNING COMMISSION	_____	_____
POLICE DEPT.	_____	_____
COMMUNITY DEV. DEPT. (If Applicable)	_____	_____

COMMENTS:
