

## WAYLAND TOWNSHIP

PO Box 1 1060 129<sup>th</sup> Avenue Bradley, MI 49311

Phone: 269 -792-6394 Fax: 269 -792-0366

[www.waytwp.org](http://www.waytwp.org)

### **PROCEDURES TO REZONE PROPERTY**

*For all rezoning requests a public hearing is held by the Planning Commission which makes a recommendation to the Township Board which then makes the final decision.*

#### **For additional information or questions contact**

Professional Code Inspections (PCI)

Kirk Scharphorn Jr. or Lori Castello, Zoning Administrators

1575 142<sup>nd</sup> Avenue Dorr, MI 49323

Ph: 616-877-2000 Fax: 616-877-4455

[www.pcimi.com](http://www.pcimi.com)

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#### **Application Fee: \$ \_\_\_\_\_**

The application fee covers the cost of advertising the rezoning, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing.

#### **Meeting Dates, Time, & Place**

- **Wayland Township Board** meets on the first Monday of each month.
- **Wayland Township Planning Commission** meets on the second Wednesday of each month.
- **Time:** 6:30 P.M.
- **Place:** Wayland Township Offices, 1060 129<sup>th</sup> Avenue, Bradley, Michigan, 49311

#### **Processing Period**

A rezoning application usually takes 60 to 90 days to process.

#### **Application Procedures**

1. *Pre-application Conference.* Before submitting a formal application for rezoning the applicant is encouraged to meet with the Township Zoning Administrator to discuss the rezoning process.
2. *Application form.* The application form is on the Wayland Township website: [www.waytwp.org](http://www.waytwp.org) or the form can be obtained from PCI.
3. Applicant returns completed rezoning application and fee to PCI. The application must be signed by the applicant and the property owner if they are not the same person.
4. PCI forwards the fee to the Township Clerk and the application form to the Planning Commission members and Township Planner for discussion at their next regular meeting. **The applicant must attend this meeting to present the request.** At this meeting the Commission will schedule a public hearing.

5. The Township Clerk prepares the notice of the public hearing which is published in the Allegan County News. The notice is also mailed by PCI to occupants and property owners within 300 feet of the boundaries of the proposed property. **The notice must be published and mailed at least 15 days before the date of the public hearing.**

The mailing list is taken from the most recent Township assessment roll. A notice is also sent to any utility, airport or railroad that registers its name with the Township for purposes of receiving such notice.

In cases where property within 300 feet of the site proposed for rezoning is within another municipality, PCI will obtain a list of those property owners in the adjoining municipality which are within 300 feet of the site to be rezoned and mail them a notice of the public hearing. An affidavit of the mailing is made and kept in the Township files.

6. A report analyzing the request for a rezoning is typically prepared by the Township Planner for the Planning Commission. This report is also sent to the applicant before the public hearing.

7. The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak on the rezoning. Following the public hearing that same evening or at a subsequent meeting, the Planning Commission will vote to approve or deny the request. **This vote is a recommendation to the Township Board.**

8. The Planning Commission Secretary forwards the recommendation of the Planning Commission to the Township Clerk who places the rezoning request and Commission recommendation on the agenda of the next Township Board meeting. This is not a public hearing. The Board is also provided with the Planners report and the application materials.

9. The Board makes the final decision on the rezoning request and may vote to approve, deny, modify, or postpone the rezoning. The applicant must attend the Township Board meeting to present the request.

10. The Township Clerk notifies the applicant in writing of the final decision by the Township Board. PCI is also notified of this decision.

11. If the rezoning request is approved, the Township Clerk publishes the ordinance or summary of the ordinance in the Allegan County News within 15 days of adoption. The rezoning request is effective seven days after publication

12. The Township Zoning Map is subsequently amended to illustrate the zoning change. This information is also forwarded to Allegan County – GIS Manager (Zoning Maps).