

**City Planning Commission**  
202 Coleman A. Young Municipal Center  
Detroit, Michigan 48226  
(313) 224-6225 (phone)  
(313) 224-4336 (fax)

CPC File #: \_\_\_\_\_

Date of Filing: \_\_\_\_\_

RE: \_\_\_\_\_

**APPLICATION FOR A ZONING CHANGE**

The City Council of the City of Detroit requires a report and recommendation from the City Planning Commission on all rezoning proposals before it takes final action. Please provide the following information regarding the proposal, so that the Commission may proceed in its review and processing of this request.

Section 61-3-3 of the Detroit Zoning Ordinance states that application for rezoning may be initiated by petition from:

1. all owners of the property that is the subject of the application;
2. the owners' authorized agents;
3. any review or decision-making body; or
4. other persons with a legal interest in the subject property, such as a purchaser under contract.

Petitions of the City Council are to be made through the City Clerk via separate written request prepared by the applicant or the completion of form available from the City Planning Commission.

The applicant will be notified at least seven (7) days prior to the meeting at which the proposal will appear on the Commission's agenda.

The applicant (or a representative of the applicant) is expected to be in attendance at the required public hearings to present the proposal and to answer any questions regarding the matter.

The City Planning Commission may request all necessary information pertaining to proposed ordinances for the regulation of development in carrying out its duties as set forth in Section 4-402 and 6-204 of the City Charter.

**Failure to answer all pertinent questions and to supply all of the requested information will delay processing of this proposal.**

**NOTE:** Applicants proposing a rezoning or modification to the PD (Planned Development), PC (Public Center), PCA (Restricted Central Business District) and the SD5 (Special Development District, Casinos) zoning district classifications must complete a different application which may be obtained from our office.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**ZONING FEE:**

Effective January 11, 1995, the applicant will be charged a fee for the processing of a rezoning application. The fee schedule is as follows:

<b>Size of Property</b>	<b>Fee</b>
One acre or less	\$350.00
Over one acre	\$350.00 for the first acre plus \$25.00 for each additional acre to a maximum of \$1,000.00

Payment of the fee must be in the form of a check or money order payable to the “City of Detroit – Treasurer” When the City Planning Commission has accepted payment, the applicant should formally submit the petition to the office of the City Clerk.

**ZONING CHANGE PROCEDURES:**

A change in the zoning classification on property located within the City of Detroit requires action by the City Planning Commission (after the holding of a State-required public hearing) and approval by the City Council (after the holding of a Charter-required public hearing).

A change in zoning usually takes from three to four months to accomplish (from the date of submittal of the application to the effective date of the zoning change).

At each of the required public hearings, all owners of property, residents, businesses and known community organizations within 300 feet of the property in question are notified of the proposal and of the time, date and place of the hearing. The applicant will be responsible for posting public notice of the public hearing on the property in question in a manner acceptable to the Planning Commission. The persons so notified are invited to attend the hearing, hear presentations on what is being proposed, and express their opinions on the proposal if they so desire.

It is mandatory that the applicant, or the applicant’s officially designated representative, attend both of the public hearings and justify to the satisfaction of the members of the City Planning Commission and the members of the City Council that the current zoning classification is inappropriate, and that the proposed change and resultant development can take place and be accomplished without adversely affecting the surrounding properties.

1. Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

2. Name of Property Owner: \_\_\_\_\_

(If same as above, write "SAME")

Address of Property Owner: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

3. Present Zoning of Subject Parcel: \_\_\_\_\_

4. Proposed Zoning of Subject Parcel: \_\_\_\_\_

5. Address of Subject Parcel: \_\_\_\_\_

between \_\_\_\_\_ and \_\_\_\_\_  
(Street) (Street)

6. General Location of Subject Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Legal Description of Subject Parcel: *(May be attached)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Size of Subject Parcel (Dimensions): \_\_\_\_\_  
(Acreage): \_\_\_\_\_

9. Description of anticipated development:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Reason why the present zoning classification is not appropriate and why the proposed zoning classification is more appropriate:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Zoning of Adjacent Properties:  
To the North - \_\_\_\_\_  
To the South - \_\_\_\_\_  
To the East - \_\_\_\_\_  
To the West - \_\_\_\_\_

12. Development of Adjacent Properties:  
To the North - \_\_\_\_\_  
To the South - \_\_\_\_\_  
To the East - \_\_\_\_\_  
To the West - \_\_\_\_\_

13. Community Organizations and/or Block Clubs contacted by applicant:

Group Name/Address	Contact Person/Phone Number

14. Adjacent Property Owners, Businesses or Residents contacted by Applicant:

Name	Indicate: Owner Business Resident	Address	Address of Adjacent Property	Phone