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# *Township of Scio*

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## **Zoning Amendment (Rezoning) – Procedures**

The attached flow chart, process description, and checklist are a guide for assisting developers and property owners through the Zoning Amendment process.

This is a *summary guide* only. It is the applicant's responsibility to review the full standards contained within the Township Zoning Ordinance. This guide does not replace the full standards of the Zoning Ordinance.

For full requirements and procedures please see Article XV Amendments of the Scio Township Zoning Ordinance.

January, 2011

# Scio Township Rezoning Process

## 1. Concept Meeting

Applicants have the option to present and discuss the proposal and the review process and procedures with Township Staff and a PC member prior to submitting a formal application. During the concept meeting it will be determined if a conditional rezoning would be appropriate, and if other Township staff, including the Township Engineer will be needed to provide a review to the Planning Commission

## 2. Application Submittal

The information required varies depending on the type of amendment proposed. Section 36-461 lists the information required to be provided for both zoning map and text amendments. Review fees shall be enclosed as part of a complete rezoning application.

## 3. Notice of Public Hearing

Upon receipt of a complete application, Township staff will make proper notification of the meeting, as required by P.A. 110 of 2006 which includes, (1) that a notice be published in a newspaper of general circulation within the Township not less than 15 days before the date the application will be considered for approval and (2) that notice shall also be sent by mail or personal delivery to the owners of property within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or the occupant are located within the zoning jurisdiction.

*\*Written notification shall not apply to comprehensive revisions of the zoning ordinance if eleven (11) or more adjacent properties are proposed for rezoning.*

## 4. Planner / Staff Review

The Township Planner and other Township staff as requested by the Zoning Administrator will provide a review and recommendation regarding the rezoning request based upon the review criteria found in Section 36-462. This review and recommendation will be presented prior to the public hearing being conducted at the Planning Commission meeting.

**5. Public Hearing  
& PC  
Recommendation**

Upon hearing the Planner’s review and conducting a public hearing, the Planning Commission will make a recommendation to the Township Board to approve, approve with conditions, deny or postpone the rezoning request.

**6. Township  
Board Action**

Upon receiving a recommendation from the Planning Commission, at the next available meeting the Township Board will consider the rezoning request and the Planning Commission’s recommendation. Prior to taking the action, the Township Board may remand the proposed amendment back to the Planning Commission for further consideration. The Township Board will take action to approve, deny or postpone the rezoning request.

**7. Township  
Board  
Approval**

Once the Township Board approves the amendment to the Zoning Ordinance, a Notice of Amendment must be published within fifteen (15) days in a newspaper of general circulation within the Township, in conformance of Section 36-465.

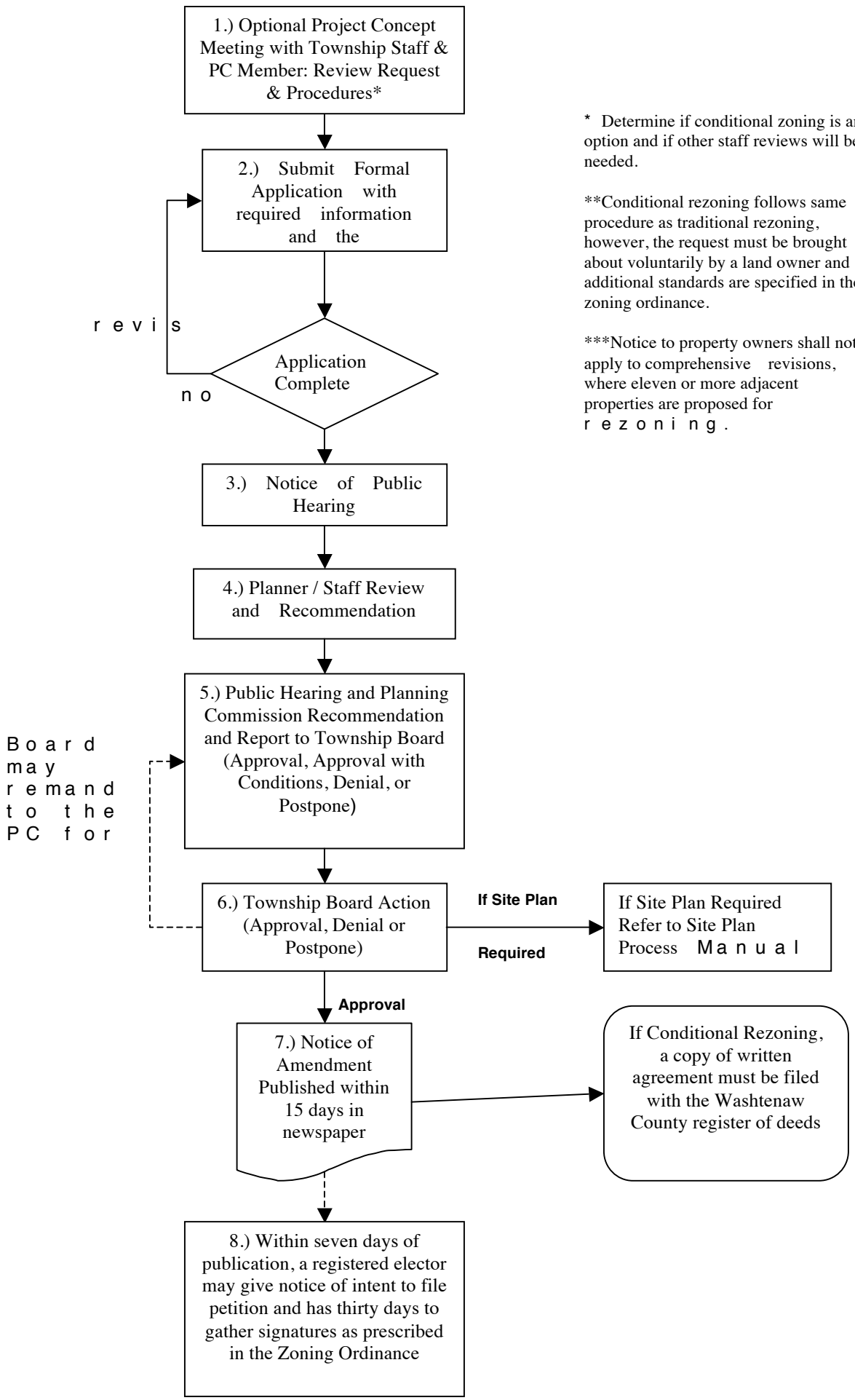
**8. Referendum**

Within seven (7) days after publication of a zoning ordinance amendment / modification, a registered elector may give notice of intent to file a petition and has thirty (30) days to gather signatures as provided in Section 36-466.

**Approval**

A zoning ordinance shall take effect 30 days after publication unless a petition is filed within the thirty (30) day period after publication is found adequate as outlined in Section 36-466(b).

*\*Conditional Rezoning follows the same procedure set forth above, however, the request must be brought about voluntarily by a land owner, additional standards specified in Section 36-463 of the Zoning Ordinance, and once approved, in addition to publishing a Notice of Amendment, a copy of the Conditional Rezoning Agreement must be filed with the Washtenaw County Register of Deeds.*



\* Determine if conditional zoning is an option and if other staff reviews will be needed.

\*\*Conditional rezoning follows same procedure as traditional rezoning, however, the request must be brought about voluntarily by a land owner and additional standards are specified in the zoning ordinance.

\*\*\*Notice to property owners shall not apply to comprehensive revisions, where eleven or more adjacent properties are proposed for rezoning.