



DELTA CHARTER TOWNSHIP
Planning Department
7710 West Saginaw Highway
Lansing, Michigan 48917
Phone: (517) 323-8560 Fax: (517) 323-8599

REZONING APPLICATION

1. APPLICANT: Name: _____
(Last) (First) (M.I.)

Address: _____
(No. & Street) (City) (State) (Zip)

Phone Nos: _____
(Work) (Home) (Cell) (Fax)

2. OWNER: Name: _____
(Last) (First) (M.I.)

Address: _____
(No. & Street) (City) (State) (Zip)

Phone Nos: _____
(Work) (Home) (Cell) (Fax)

3. REQUEST: To Rezone From: _____ To: _____

4. LEGAL DESCRIPTION OF PROPERTY: _____

5. ADDRESS OF PROPERTY: _____

6. PRESENT USE OF PROPERTY: _____

7. NAMES & ADDRESSES OF ALL OTHER PERSONS, FIRMS, OR CORPORATIONS HAVING A LEGAL INTEREST IN THE PROPERTY: _____

8. APPLICANT'S SIGNATURE:

X _____ Date: _____

9. OWNER'S SIGNATURE:

X _____ Date: _____

-OFFICIAL USE ONLY-	
CASE NO:	_____
FILING DATE:	_____
REC'D BY:	_____ RECEIPT NO: _____
PC ACTION:	_____ DATE: _____
BOARD ACTION:	_____ DATE: _____
EFFECTIVE DATE:	_____

DELTA TOWNSHIP REZONING & SPECIAL LAND USE PERMIT APPLICATION & REVIEW PROCESS GENERAL INFORMATION

I. Application Fees

--- Rezoning Application	\$ 800
--- Special Land Use Permit (SLUP) Application	\$ 800
--- Combination Rezoning & SLUP Application	\$1,300
--- Extension of Existing SLUP	\$ 200
--- Home Occupation and Group Day Care SLUP=s	\$ 125

The application fees cover the cost of advertising the rezoning or special land use permit, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. These public notification procedures are required by State of Michigan law. Delta Township normally advertises public notices in the Grand Ledge Independent and Delta Waverly News Herald newspapers.

II. Meeting Dates

The Delta Township Board normally meets on the first and third Mondays of each month at 6:00 p.m. in Public Meeting Room A of the Delta Township Administration Building.

The Delta Township Planning Commission normally meets on the second and fourth Mondays of each month at 7:00 p.m. in Public Meeting Room A of the Delta Township Administration Building.

III. Processing Period

Rezoning and special land use permit applications usually take from 60 to 90 days to process. Applications should be submitted at least 30 days prior to the meeting at which the Planning Commission first considers the application.

IV. Application Procedures

Whenever an application is filed to rezone property or obtain a special land use permit, the following steps are followed in processing the application. In many cases, an application for a rezoning and special land use permit for the same property may be processed simultaneously.

- (1) An application for a rezoning or special land use permit is submitted to the Planning Division along with the required fee. The application must be signed by the owner(s) of the property for which the application has been submitted. Applications for special land use permits must also be accompanied by a detailed digital version (pdf) of the site plan drawing, along with 15 paper copies, complying with the requirements of Section 19.2.0 A. (3) of the Delta Township Zoning Ordinance.
- (2) If the application is for a rezoning, the Delta Township Board formally introduces and accepts the application, and refers the case to the Planning Commission for a public hearing.
- (3) The Planning Commission sets a date for a public hearing on the rezoning or special land use permit request.
- (4) Notice of the public hearing is advertised in local newspapers.
- (5) Written notices of the public hearing are mailed to all property owners and/or occupants within 300 feet of the subject property. This mailing list derived from the most recent Township tax roll.

- (6) Signs are posted on the subject property, which note the request and the date of the public hearing, by the Planning Division staff approximately five to seven days prior to the public hearing date.
- (7) A report analyzing the rezoning or special land use permit request is prepared by the Planning Division staff. This report contains staff's recommendation to the Planning Commission on the request and is available on request approximately seven days prior to the public hearing date.
- (8) The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak on the rezoning or special land use permit request. Following the public hearing the Planning Commission will render a decision on the request. The Commission may vote to approve, deny, modify, or postpone the rezoning or special land use permit request. In all rezoning and special land use permit cases, this action by the Planning Commission serves as a recommendation to the Township Board. The Township Board then makes the final decision in the case and may vote to approve, deny, modify, or postpone the rezoning or special land use permit request. In the event of combination requests for a rezoning and a special land use permit, the rezoning must be first be granted by the Township Board before the special land use permit becomes effective.
- (9) Prior to making the final determination in a rezoning or special land use permit case, the Township Board reviews the staff report prepared by the Planning Division, the Planning Commission's recommendation, and the written record from the public hearing.
- (10) The applicant is notified of the final disposition of the rezoning or SLU request. In the case of a rezoning, the Township Board's resolution of approval is published in a local newspaper within 10 days of the date of approval.