



City of Big Rapids

Department of Neighborhood Services Application to Planning Commission for Zoning Request

Phone: (231) 592-4057

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The City of Big Rapids Planning Commission meets in a regular session on the third Wednesday of each month at 6:30 p.m. at City Hall, 226 N. Michigan Avenue, Big Rapids MI.

Materials related to requests for Commission action, including any required fees, must be filed with the Neighborhood Services Department.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the Neighborhood Services Department, will not be placed on the agenda of the respective Commission meeting, nor will they be considered at the respective Commission meeting.

Applicant attendance is required at the public hearing, be prepared to speak on your behalf. Please note: The Planning Commission makes a decision based on your application and information you have supplied based on criteria in the Big Rapids Zoning Ordinance.

Filing Deadlines are established at **21 calendar days** prior to the Commission meetings:

Filing Deadline		Meeting Date	
December	25, 2014	January	15, 2014
January	29, 2014	February	19, 2014
February	26, 2014	March	19, 2014
March	26, 2014	April	16, 2014
April	30, 2014	May	21, 2014
May	28, 2014	June	18, 2014
June	25, 2014	July	16, 2014
July	30, 2014	August	20, 2014
August	27, 2014	September	17, 2014
September	24, 2014	October	15, 2014
October	29, 2014	November	19, 2014
November	26, 2014	December	17, 2014



City of Big Rapids

**Department of Neighborhood Services
Application to the Planning Commission for Zoning Request**

Application Date: _____

Applicant Information:

Name:	
Address:	
Phone Number:	Property Zoning:
Request Property Address:	
Explanation of Request:	

Please check one of the following:

- Conditional Use Permit, Please include the following information
 1. A legal description of the property.
 2. Twelve (12) copies of a site plan meeting the requirements of Section 9.4 of the Big Rapid Zoning Ordinance as amended.
 3. A written description of the use.
 4. Address use standards set forth in Section 10.3:8.
 5. \$75.00 Application Fee

- Zoning Amendment Review, Please include the following information:
 - Rezoning
 1. A legal description of the property.
 2. A written description of reasons for rezoning and proposed new zoning classification.
 3. Address the requirements set forth in Section 14.2:4. (posting of notification)
 4. A location map.
 5. \$75.00 Application Fee

 - Text or Map Amendment
 1. A written description of proposed changes and reasons why.
 2. In the case of a text amendment, proposed new text shall be submitted.
 3. In the case of a map amendment, proposed new map shall be submitted.
 4. Address the requirements set forth in Section 14.2:2.
 5. \$75.00 Application Fee

Signature of applicant or property owner

(Date)