



## City of Big Rapids

### Department of Neighborhood Services Application to Planning Commission for Zoning Request

Phone: (231) 592-4035

Website: [www.ci.big-rapids.mi.us](http://www.ci.big-rapids.mi.us)

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	28, 2016	January	18, 2017
January	25, 2017	February	15, 2017
February	22, 2017	March	15, 2017
March	29, 2017	April	19, 2017
April	26, 2017	May	17, 2017
May	31, 2017	June	21, 2017
June	28, 2017	July	19, 2017
July	26, 2017	August	16, 2017
August	30, 2017	September	20, 2017
September	27, 2017	October	18, 2017
October	25, 2017	November	15, 2017
November	29, 2017	December	20, 2017



**City of Big Rapids**

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

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

**Applicant Information:**

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Property Zoning:</b>
<b>Request Property Address:</b>	
<b>Explanation of Request:</b>	

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)