



# Rezoning Application

TO THE CITY COUNCIL AND PLANNING COMMISSION OF THE CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN: I (We) the undersigned make application to and petition the City Council and Planning Commission to amend the Zoning Ordinance and change the Zoning Map of the City of Dearborn for the property and reasons described below.

## A. Property and Project Information

Property Address: \_\_\_\_\_

Parcel Number (PID): \_\_\_\_\_

Lot / Site Area: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_

Master Plan Future Land Use Designation: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

## B. Applicant Information (Must be the property owner)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**PROJECT REPRESENTATIVE:** Identify any person representing the property owner or applicant in this matter (Design professional, developer, etc)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



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## C. Required Application Attachments

The following items are needed for a rezoning request to be considered a complete application:

Rezoning Application

Rezoning Fee: \$2,000 (must be payable to the City of Dearborn)

Written description indicating the intention behind the rezoning request and reasons for changing the current zoning classification.

Two (2) Sets of 24" X 36" Plot Plan or Survey required And One (1) Digital Copy submitted in PDF format must satisfy the requirements as outlined in the Zoning Ordinance 32.06(B). Including:

- Applicant's name, address, telephone number, statement of ownership,
- Scale, north point, and dates of submission and revisions.
- Zoning classification of petitioner's parcel and all abutting parcels.
- Existing lot lines, building lines, structures, parking areas, driveways, and other improvements on the site and within 100 feet of the site.
- Dimensions, centerlines, and right-of-ways widths of all abutting streets and alleys.
- Location of existing drainage courses, floodplains, lakes, streams, woodlots, and large trees greater than 8" in diameter.
- All existing and proposed easements.
- Location of sanitary sewer systems, existing and proposed.
- Location and size of water mains and building service leads, existing and proposed.

Proof of Ownership (The only accepted documents are: Deeds, Property Transfer Affidavits, Title Commitments, Land Contracts, or Building Leases).

Proof all taxes and municipals bills (Water, Sewer, etc.) are paid.

**PLEASE NOTE:** All plans must be stapled and folded to page size (approximately 9" x 12") in order to be accepted for processing. Multiple sheets must be stapled in order of the sheet numbering and folded to page size (9" x 12"). In addition, 1 digital or 11" x 17" copy of plans must be submitted.



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## D. Request and Affidavit

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Dearborn review this application and related required materials as outlined in the Zoning Ordinance 32.06(B). The applicant further affirms and acknowledges the following:

That the applicant has a legal interest in the property described in this application.

That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.

That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.

That the applicant will comply with any and all conditions imposed in granting approval of this application.

If also the owner, the applicant grants the City of Dearborn staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

That the applicant has reviewed the rezoning process which is attached to this application.

That all submitted documents will become a public record and will be posted online to the City website unless requested otherwise.

Applicant / Representative Name: \_\_\_\_\_

Applicant / Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant / representative is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

Is/are aware of the contents of this application and related enclosures.

Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Dearborn.

Grants the City of Dearborn staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

Property Owner Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Office use only)*

Case No. \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

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# Rezoning Application Process

## Rezoning Process



### Planning Division

1. Planning Division **strongly recommends** applicants contact staff before submitting a rezoning request.
2. Submit a rezoning application and the required documents to the City of Dearborn – Planning Division by:  
**Email:** [cityplanning@dearborn.gov](mailto:cityplanning@dearborn.gov) OR  
**Mail:** Dearborn Administrative Center 16901 Michigan Avenue, Suite 13, Dearborn, MI 48126-2967  
“Attn: Planning Division” OR  
**Scheduled drop-off** at the Dearborn Administrative Center. (Please contact Planning Division staff to schedule a time).
3. The Planning Division staff will send an email confirming the application materials have been received and provide a copy of the rezoning fee receipt.
4. The Planning Division staff will review the application materials and prepare a staff report evaluating the rezoning request. Which will be provided to the Planning Commission. The Planning Division staff will contact the applicant or the architect if any additional documents are needed.

### Planning Commission Meeting

5. The Michigan Zoning Enabling Act (MZEA) requires all rezoning requests to go in front of the Planning Commission for a public hearing. As required by the Act, notifications will be sent to all properties within 300 of the subject property. These notifications will include the time, date, and place of the public hearing as well as a description of the rezoning request. The Planning Commission is **a recommending body** to City Council and will vote to recommend approval or denial of the rezoning request. Planning Commission meetings are held monthly and due to the notification requirements outlined in the Act there are application deadlines.
6. After a complete application has been submitted the item will be placed on the next Planning Commission Agenda.



# Rezoning Application Process

The Planning Commission 2024 meeting schedule and application deadlines are as follows:

Planning Commission 2024 Meeting Schedule	Application Deadlines
Monday, January 8	Friday, December 15, 2023
Monday, February 5	Friday, January 12, 2024
Monday, March 11	Friday, February 16
Monday, April 8	Friday, March 15
Monday, May 13	Friday, April 19
Monday, June 10	Friday, May 17
Monday, July 8	Friday, June 14
Monday, August 12	Friday, July 19
Monday, September 9	Friday, August 16
Monday, October 7	Friday, September 13
Monday, November 18	Friday, October 25
Monday, December 9	Friday, November 15

7. The Planning Division will send the applicant written notification of the Planning Commission decision that will verify when the request will be reviewed by the City Council.
8. It is recommended that a representative be in attendance for all four (4) meetings ( (2) Committee of Whole Meetings + (2) City Council Meetings).



# Rezoning Application Process

## City Council Meeting

9. After the Planning Commission meeting, the proposed rezoning will be reviewed by City Council who makes the final determination on the request. A rezoning typically requires two public meetings in front of City Council before it can be formally approved; however, City Council may hold additional hearings if it is considered necessary. The Committee of Whole meetings (which are held on Thursdays) set the agenda for the City Council meetings which are held on Tuesdays.

The City Council may by majority vote of its membership:

- a. *Adopt the proposed rezoning amendment.*
  - b. *Reject the proposed rezoning amendment.*
  - c. *Refer the proposed rezoning amendment back to the plan commission for further recommendation within a specified time period. Thereafter, the city council may either adopt the amendment with or without the recommended revisions, or reject it.*
10. The Planning Division will email the applicant a letter detailing City Council's decision. If City Council approved the rezoning request, the letter will also include the effective date of the rezoning. An ordinance amendment is effective the day after publication in the newspaper which is approximately a week after the vote.

## Amendment Considerations

**The Planning Commission and City Council will review the rezoning request based on the following standards as outlined in the Section 32.06 (C3) of the City's Zoning Ordinance:**

- a. *Is the proposed amendment in accordance with the basic intent and purpose of the Zoning Ordinance?*
- b. *Does the proposed amendment further comprehensive planning goals and is it consistent with the Master Plan?*
- c. *Have conditions changed since the Zoning Ordinance was adopted, or was there a mistake in the Zoning Ordinance that justifies the amendment?*
- d. *Does the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges?*
- e. *Will the amendment result in unlawful exclusionary zoning?*
- f. *Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?*
- g. *Is the proposed zoning consistent with the zoning classification of surrounding land?*
- h. *Could all requirements in the proposed zoning classification be complied with on the subject parcel?*