

This document is designed to assist individuals applying for property rezoning with the City. The following steps outline the rezoning process. It is strongly recommended that you contact the Planning and Zoning Division before applying at cityplanning@dearborn.gov

1

SUBMIT APPLICATION TO PLANNING & ZONING DIVISION

The required application documents are:

1. \$2,000 rezoning fee
2. Written description indicating the intention behind the rezoning request.
3. A survey or plat map must satisfy the requirements as outlined in the Zoning Ordinance [Section 32.06\(B\)](#).
4. Proof of Property Ownership, that all taxes & municipal bills are paid
5. Rezoning Affidavit signed by the property owner and/or applicant.

Planning & Zoning staff will contact you if they require additional information and will schedule the request for the next available Commission meeting.

2

PLANNING COMMISSION *(Makes a recommendation to City Council)*

- 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 may recommend Approval, Approval with Conditions, or Denial
- The Planning Commission meets monthly (see page 2 of this document for the scheduled meeting dates and application deadlines).

Note: the applicant and/or designer must be in attendance for the Commission meeting.

3

CITY COUNCIL *(makes the final determination on the rezoning request)*

- A rezoning typically requires four (4) meetings ((2) Committee of Whole Meetings + (2) City Council Meetings) before it can be formally approved; however, *City Council may hold additional hearings if it is considered necessary.*
- 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.*
 - d. *Thereafter, the city council may either adopt the amendment with or without the recommended revisions, or reject it.*
- An ordinance amendment is effective the day after publication in the newspaper which is approximately a week after the final vote.

It is recommended that a representative be in attendance for all four (4) meetings

The Planning Commission 2026 meeting schedule and application deadlines are as follows:

| Planning Commission 2026 Meeting Schedule | Application Deadlines |
|---|---------------------------|
| Monday, January 26 | Friday, December 19, 2025 |
| Monday, February 9 | Friday, January 16, 2026 |
| Monday, March 9 | Friday, February 13 |
| Monday, April 13 | Friday, March 20 |
| Monday, May 11 | Friday, April 17 |
| Monday, June 8 | Friday, May 15 |
| Monday, July 13 | Friday, June 18 |
| Monday, August 10 | Friday, July 17 |
| Monday, September 14 | Friday, August 21 |
| Monday, October 12 | Friday, September 18 |
| Monday, November 9 | Friday, October 16 |
| Monday, December 7 | Friday, November 13 |

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?