



## City of Big Rapids

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

Phone: (231) 592-4057

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, 2012	January	18, 2012
January	25, 2012	February	15, 2012
February	29, 2012	March	21, 2012
March	28, 2012	April	18, 2012
April	25, 2012	May	16, 2012
May	30, 2012	June	20, 2012
June	27, 2012	July	18, 2012
July	25, 2012	August	15, 2012
August	29, 2012	September	19, 2012
September	26, 2012	October	17, 2012
October	31, 2012	November	21, 2012
November	28, 2012	December	19, 2012



**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)