



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

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	30, 2010	January	20, 2010
January	27, 2010	February	17, 2010
February	24, 2010	March	17, 2010
March	31, 2010	April	21, 2010
April	28, 2010	May	19, 2010
May	26, 2010	June	16, 2010
June	30, 2010	July	21, 2010
July	28, 2010	August	18, 2010
August	25, 2010	September	15, 2010
September	29, 2010	October	20, 2010
October	27, 2010	November	17, 2010
November	24, 2010	December	15, 2010



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)