

CITY OF FARMINGTON HILLS
31555 Eleven Mile Road
Farmington Hills, MI 48336
(248) 871-2540

INSTRUCTIONS FOR FILING APPLICATION FOR REZONING

PLEASE READ CAREFULLY.

A petition to rezone property in the City of Farmington Hills must be submitted on the attached form in accordance with the following instructions. The petition is first considered at a Planning Commission Regular Hearing, held on the second Thursday of each month. It is subsequently set for Planning Commission Public Hearing to be held the third Thursday of the following month.

The petition is forwarded to the City Council along with the Planning Commission recommendation and is placed on the agenda of a City Council Public Hearing. The action of the City Council is final.

1. Complete the attached **application**.
2.
 - Attach four (4) copies of the proposed plot plan to the application.
 - Attach one (1) copy of the legal description.
 - Attach one (1) copy of the approved sign location plot plan.
3. Submit the application to the Planning Office, with attachments. An application submitted **by 3:30 p.m. the 18th day of the month** will be considered at the Planning Commission's Regular Hearing of the following month. If the 18th day of the month falls on a weekend, application must be submitted by 12:00 noon the following workday.
4. Pay the **filing fee of \$650.00** to the City of Farmington Hills Planning Office; obtain a stamped receipt of same.
5. Retain a copy of the application showing the item number and filing date.

INFORMATION:

Petitioner must appear at all scheduled Hearings.

A copy of the agenda will be furnished to the petitioner.

Questions concerning the application may be directed to the Planning Office at (248) 871-2540.

GUIDE TO REZONING

This informational pamphlet has been prepared to assist the petitioner when making application to the City for rezoning of property. The following steps illustrate the rezoning procedure. It is suggested that you confer with the City's Planning staff for advice before you begin the rezoning process. The City's Planning staff can be reached from 8:30 a.m. to 4:30 p.m., Monday through Friday, at the Planning Office or by calling (248) 871-2540.

Step 1

The first step is to submit a completed application to the Planning Office. The application must be accompanied by a map (plot plan) of the property to be rezoned; a legal description; an approved copy of the sign location plot plan (see Guidelines for Rezoning Signs); and the application fee. The legal description may be obtained at the Assessing Division. To facilitate the rezoning request, the application must be submitted by 3:30 p.m. on the 18th day of the month. If the 18th day of the month falls on a weekend, the application must be submitted by 12:00 noon the following workday. The applicant will be notified, by mail, of all hearing dates.

TIME FRAME

The time frame from Step 1 to Step 2 is a maximum of four (4) weeks, if the application is submitted on the 18th day of the month.

Step 2

The Planning Commission at a Regular Hearing considers the application. This hearing is generally held on the second Thursday of the month. At this hearing, the applicant will have an opportunity to present the rezoning request. At the Regular Hearing, the Planning Commission schedules the rezoning request for a Public Hearing. The Public Hearing is generally held on the third Thursday of the following month. Notice of Public Hearing will be sent by mail to all property owners within 300 feet of the property under consideration for rezoning and will be published in a newspaper of general circulation within the City. In addition, the applicant will be required to install a sign indicating "**ZONING CHANGE PROPOSED**" on the subject property fifteen (15) days prior to the Public Hearing.

(NOTE: If the applicant wishes to withdraw the request on or before the Regular Hearing, a portion of the fee will be refunded. After the Regular Hearing, the entire fee will be forfeited).

TIME FRAME

The time frame from Step 2 to Step 3 is generally a maximum of five (5) weeks.

Step 3

The Planning Commission considers the applicant's proposal, public representations and a review from City staff. After reviewing all available information, the Planning Commission submits a recommendation to the City Council to approve, modify or deny the rezoning request.

The request is then scheduled for a Public Hearing before the City Council. The City Council hearing is generally held on the third Monday of the following month.

TIME FRAME

The time frame from Step 3 to Step 4 is generally a maximum of six (6) weeks.

Step 4

The City Council considers the applicant's proposal, public representations, Planning Commission recommendations, together with City staff review. The City Council will approve, modify, or deny the request. If approved or modified, the zoning request is formally introduced and referred to the following City Council meeting for enactment. If denied, no further action is taken.

TIME FRAME

The time frame from Step 4 to Step 5 is generally a maximum of one (1) week.

Step 5

At the regular City Council meeting, the zoning request may be adopted. The rezoning legally takes effect twenty-one (21) days after its adoption.

(NOTE: Adoption may not take place if the City Council receives information that warrants further study.)

SHOULD YOU HAVE ANY QUESTIONS NOT ADDRESSED IN THIS PAMPHLET, PLEASE FEEL FREE TO CONTACT THE CITY'S PLANNING OFFICE STAFF FOR FURTHER ASSISTANCE AT (248) 871-2540.

GUIDELINES FOR REZONING SIGNS

It shall be the applicant's responsibility to meet the following rezoning sign requirements when applying to rezone property in the City of Farmington Hills. Failure to conform to these requirements may result in delays in the rezoning process. For further information, contact the Planning Office staff at (248) 871-2540.

Application for Rezoning

The proponent of a rezoning request will be required to submit a sign location plot plan with the application for rezoning. The sign location plot plan must be reviewed and approved for compliance with location and specification requirements by the Planning Office prior to submission of the rezoning application.

The rezoning sign must meet the following specifications:

- Black letters on a white background
- Size of sign - minimum 4 ft. (vertical) by 6 ft. (horizontal)
- Sign face shall be an exterior plywood, aluminum, or similar material
- Wording shall be as follows:

**ZONING CHANGE PROPOSED
FOR MORE INFORMATION CALL
FARMINGTON HILLS PLANNING
248-871-2540**

(min. 8-inch high letters)
(min. 3-inch high letters)
(min. 4-inch high letters)
(min. 5-inch high letters)

- Installed a minimum of 42 inches above the ground
- The sign support system must be structurally sound and able to withstand lateral wind of 14 pounds per square foot.

Sign Location

Signs shall be placed on the property proposed for development and in full public view along street or road frontages. The proposed sign must be located along the property line of the right-of-way at the midpoint of the property width.

A corner lot, or a lot situated on more than one road, will require a sign for each road frontage, meeting the above location requirements. In no instance shall a sign be located within 25 ft. of the intersection. The Planning Office must approve the sign location at the time of application. In unique cases due to the configuration of the property, or natural features the Planning Office may approve an alternate sign location.

Installation of Signs

Rezoning signs shall be installed by the applicant, a minimum of fifteen (15) days prior to the Planning Commission Public Hearing. The rezoning request will not be heard at that scheduled Public Hearing if it is not installed prior to that time. City staff will inspect the sign(s) for appropriate wording, location, visibility and timing.

Removal of Signs

Rezoning signs must be removed within:

- Seven days of enactment by the City Council
- Seven days of withdrawing rezoning application
- Seven days of denial of rezoning request by the City Council

Failure to remove sign(s) within this period may require removal of the sign(s) by the City and/or prosecution at the owner's expense.

Permits

The application will serve as the necessary sign permit required by the City. No additional permits will be required for this sign installation.