

## REZONING PROCESS



### APPLICATION & NOTIFICATION



- Complete the **Rezoning Application** (available online or at Township Hall) and submit it with all required fees and escrow deposits.
- The **Zoning Administrator/Planner** reviews the application for completeness.
- The application is sent to the **Township Attorney** to draft the rezoning ordinance.
- Once complete, Township staff will prepare and send public notices:
  - To property owners within 300 feet of the subject site
  - Published in a newspaper of general circulation at least 15 days prior to the hearing
  - Posted at Township Hall and on the Township website

### ZONING REVIEW



- The Zoning Administrator/Planner reviews the request for:
  - Compliance with the **Zoning Ordinance**
  - Consistency with the **Master Plan / Future Land Use Plan**
- A written report is prepared and provided to the Planning Commission, applicant, Township Attorney, and Township Board.
- **Note:** Rezoning requests must align with the Township's adopted plans.

### PLANNING COMMISSION REVIEW



- A **public hearing** is held by the Planning Commission.
- The Commission reviews the application and makes a **recommendation** to the Township Board.
- Only **Conditional Rezoning**s may include applicant-proposed conditions.
- The Township Attorney prepares or finalizes the draft ordinance for consideration.

### TOWNSHIP BOARD REVIEW



- The **Township Board** reviews the Planning Commission's recommendation and the draft ordinance.
- The Board makes the final decision to approve or deny the rezoning.

### ORDINANCE ADOPTION & PUBLICATION



- If approved, the Township Clerk publishes a **Notice of Adoption** within 30 days of the ordinance's adoption.
- The rezoning ordinance takes effect the day after publication.