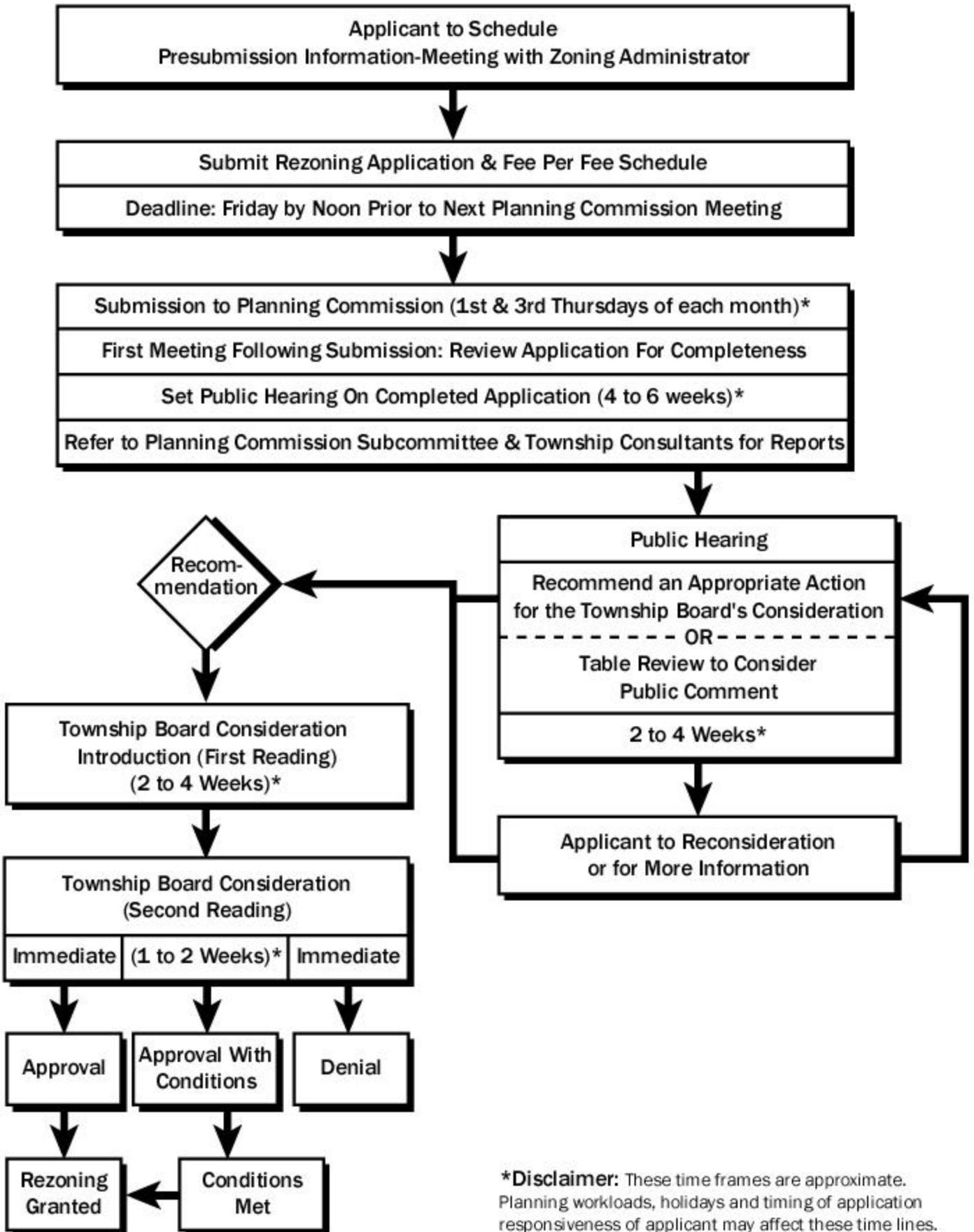




## Rezoning Request Process Diagram

- Notify Highland Township Planning Department that a parcel is being considered for rezoning.
- Schedule a meeting with the Zoning Administrator for presubmission information and submittal requirements.
- Complete the rezoning request application and submit application fee (See fee schedule). Complete applications submitted by noon on the Friday preceding a regularly scheduled Planning Commission meeting will typically be distributed at that meeting.
- After reviewing the application for completeness, the Zoning Administrator will schedule the application for the next Planning Commission meeting, which is held on the 1st & 3rd Thursdays of each month. This is an information meeting where the application will be referred to the Planning Commission Subcommittee for review as to completeness and prevailing conditions relative to the proposed rezoning. The applicant is not required to be at this initial meeting. (Check with the Planning Department to verify date and time of the next meeting where the application will be reviewed. The applicant should be present at all subsequent meetings)
- The rezoning request will be introduced prior to the public hearing and after the Subcommittee, & Township Consultants present their reports. The Planning Commission will review the application and set a public hearing within 4 to 6 weeks.
- After the public hearing, the Planning Commission will make one of two decisions:
  - Decision 1: Table the application to consider public comment, and reschedule the application for the next Planning Commission meeting within 2 to 4 weeks. The applicant may be asked to provide additional information. Once the additional information is ready for consideration, the Planning Commission will then recommend an appropriate action for the Township Board's consideration.
  - Decision 2: The Planning Commission recommends an appropriate action for the Township Board's consideration.
- If the Planning Commission makes their recommendation, the Township Board allows for a first reading of the request at a Township Board meeting, which is held within 2 to 4 weeks of the Planning Commission meeting.
- At the next meeting of the Township Board, or the second reading of the request, the Township Board will make one of three decisions:
  - Decision 1: Immediately approve the request and grant the rezoning.
  - Decision 2: Approved with conditions, which requires that the applicant must meet the conditions before the rezoning is actually granted; or
  - Decision 3: Request is denied.

# REZONING REQUEST - PROCESS DIAGRAM



**\*Disclaimer:** These time frames are approximate. Planning workloads, holidays and timing of application responsiveness of applicant may affect these time lines.

ADDITIONAL ATTACHMENT  
REZONING APPLICATIONS

1. Please submit proof of ownership for all parcels covered by the application.

**Warranty deeds are required.**

A land contract or quit claim deed is acceptable as long as the underlying warranty deed is submitted with the land contract or quit claim deed.

2. Location Map
3. Property located on a partial Zoning Map
4. Property located on a partial Sidwell Map
5. Aerial photo if possible (Possible sources for maps: Oakland County Planning, Google Maps, etc.)

Highland Township Planning staff can help you with assembling the maps. Please feel free to ask for assistance.

NOTE:

Failure to submit necessary information may result in a delay in processing the application.

**INTEREST IN PROPERTY CERTIFICATE**

I certify that I also have interest in the following property (ies):

Sidwell Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am a** \_\_\_\_\_ Co-Applicant      \_\_\_\_\_ Co-Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and \_\_\_\_\_ acknowledged to me that \_\_\_\_\_ executed the same.

\_\_\_\_\_  
Notary Public:

\_\_\_\_\_  
My commission expires \_\_\_\_\_

**FEE RESPONSIBILITY CERTIFICATE**

I/we acknowledge that the applicant and/or owner is responsible for all specific engineering, legal or planning fees that arise from review of the attached application.

All fees must be reimbursed to Highland Township within 30 days of billing or before any permits are issued, which ever is first.

Under certain conditions, I/we acknowledge that the Township may require fees to be paid in advance into an escrow account.

Current Sidwell Number: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared the above named person whose signature appears above and who executed the foregoing instrument and \_\_\_\_\_ acknowledged to me that \_\_\_\_\_ executed the same.

\_\_\_\_\_  
Notary Public:

\_\_\_\_\_  
My commission expires: \_\_\_\_\_



**AFFIDAVIT, ACKNOWLEDGEMENTS, PERMISSIONS:**

**By signing this application:**

- The applicant and owner agree that the statements made in this application packet are true, and if found not to be true then this application and any approval shall be void.
- The applicant and owner grant the right of the Planning Commission members, inspectors, and administrators to conduct a site inspection of the subject property.
- The applicant and owner acknowledge that one or the other or both are responsible for all application and consultant fees that arise out of the review of this request.
- The owner authorizes the township to place a sign on the property, if necessary, to inform the public of the pending matter being requested.

**APPLICANT**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, a  
 Notary Public, personally appear the above-named person  
 whose signature appears above, and who executed the  
 foregoing instrument, and he/she acknowledged to me that  
 he/she executed the same.

State of Michigan, County of Oakland  
 Notary Public Signature

\_\_\_\_\_  
 Notary Seal and Stamp

**PROPERTY OWNER**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, a  
 Notary Public, personally appear the above-named person  
 whose signature appears above, and who executed the  
 foregoing instrument, and he/she acknowledged to me that  
 he/she executed the same.

State of Michigan, County of Oakland  
 Notary Public Signature

\_\_\_\_\_  
 Notary Seal and Stamp

- A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The applicant will be considered the official designee for the Owner, and all correspondence will be addressed to this person.
- If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this application will be considered the official designee for the group and all correspondence will be addressed to this person.