



CITY OF SOUTH LYON

335 S. Warren Street ■ South Lyon, Michigan 48178

TEL (248) 437-1735

FAX (248) 486-0049

www.southlyonmi.org

GUIDELINES FOR A REZONING REQUEST

From City of South Lyon Code of Ordinances, ARTICLE I. - IN GENERAL, Sec. 102-6. – Amendments:

- (a) The city council may, from time to time on recommendation from the planning commission or on petition, or on its own motion, amend, supplement or change the district boundaries or the regulations herein, or subsequently established herein pursuant to the authority and procedure established in Act 110 of the Public Acts of 2006 as amended.
- (b) Amendments or supplements to the zoning ordinance may be made in the same manner as provided in Act 110 of 2006 as amended for the enactment of the original ordinance. If an individual property or several adjacent properties are proposed for rezoning, the city planning commission shall give a notice of a proposed rezoning to the owner of the property in questions, to all persons to whom any real property within 300 feet of the premises in question is assessed, and to the occupants within 300 feet. The notice shall be delivered personally or by mail to the respective owners and tenants at the address given in the last assessment roll. If the tenant's name is not known, the term "occupant" may be used. If the notice is delivered by mail, an affidavit of mailing shall be filed with the planning commission before the hearing. The notice of the hearing shall be published in a newspaper of general circulation in the city. The notice shall be made not less than 15 days before the hearing. The notice shall:
 - 1.) Describe the nature of the request.
 - 2.) Indicate the property that is the subject of the request.
 - 3.) Include a listing of all existing street addresses within the property, if such addresses exist.
 - 4.) State when and where the request will be considered.
 - 5.) Indicate when and where written comments will be received concerning the request.

An amendment for the purpose of conforming a provision of the zoning ordinance to the decree of a court of competent jurisdiction as to any specific lands may be adopted by the city council and the notice of the adopted amendment published without referring the amendment to any other board or agency provided for in this act.

- (c) An individual, government agency, corporation or business, etc., requesting a zoning change shall be responsible for all fees and administrative expenses for mailing. (*Ord. of 2-13-95(2), § 5.755; Ord. of 4-14-08*)

CITY OF SOUTH LYON REQUEST FOR REZONING PROCESS

- 1) Discuss proposal with Building and Planning staff.
- 2) Submit application, fees and required information to the Building Department.
- 3) Notice sent to applicant, newspapers and adjacent property owners.
- 4) Public hearing.
- 5) Motions:
 - a) Denial → Appeal to Circuit Court
 - b) Approval → Site Plan Review (if required)
 - c) Table → Further Information
- 6) Apply for Building Permit



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APPLICATION FOR A REZONING REQUEST

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

Telephone: _____ E-mail: _____

Are you the owner of record for the property of the requested rezoning? ____ YES ____ NO

If you are NOT the owner of record for the property of the requested rezoning, please complete the below section PROPERTY OWNER INFORMATION.

PROPERTY OWNER INFORMATION

Name of Applicant: _____

Address: _____

Telephone: _____ E-mail: _____

LOCATION OF PROPERTY FOR WHICH THIS REZONING IS REQUESTED

Property Address: _____

Cross Streets: _____ and _____

Parcel ID Number: _____ Lot Size (in acres): _____

Lot Width: _____ Lot Depth: _____

Present Zoning Classification: _____

Requested Zoning Classification: _____

Zoning District of Adjacent Properties to the: North _____ South _____ East _____ West _____

In the area provided or on a separate sheet, provide a statement indicating why, in your opinion, the requested rezoning is necessary for the presentation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity:

In the area provided or on a separate sheet, explain how the requested rezoning is consistent with the goals, policies and Future Land Use Map of the City of South Lyon Master Plan, including any sub-area or corridor studies. If conditions have changed since the Plan was adopted, the consistency with recent development trends in the area:

ADDITIONAL REQUIREMENTS

As part of the Application to Request a Rezoning, the City requires a deed as proof that the applicant is owner of record for the property in question. Deeds can be obtained from Oakland County. If applicant is not the owner of the property, the City will require a letter from the owner of record authorizing the applicant to make this application.

SKETCH: Include 15 copies of a parcel map drawn at a scale of not less than 1" = 200' if the parcel is under three acres and 1" = 100' if the parcel is three acres or more. This sketch must show the property dimensions, all buildings existing or proposed on the site, the size of all structures within 50 feet of the property, the location and size of other important property characteristics such as easements, public right of way, septic fields, etc.

PRINT Name of Applicant

SIGNATURE of Applicant

Date

FOR OFFICE USE ONLY

Date Received: _____ Checked By: _____ Fee Collected: _____