

REQUEST FOR ZONING CHANGE APPLICATION

Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417
Phone: (616) 935-3276 Website: www.grandhaven.org

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Planning Department located at 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadline	Meeting Date
December 10, 2025	January 13, 2025
January 7, 2026	February 10, 2026
February 4, 2026	March 10, 2026
March 11, 2026	April 14, 2026
April 8, 2026	May 12, 2026
May 6, 2026	June 9, 2026
June 10, 2026	July 14, 2026
July 8, 2026	August 11, 2026
August 12, 2026	September 15, 2026
September 9, 2026	October 13, 2026
October 7, 2026	November 10, 2026
November 4, 2026	December 8, 2026
December 9, 2026	January 12, 2027



ZONING CHANGE APPLICATION PROCESS

Application for rezoning is filed: An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a public hearing on the next available slot on the Planning Commission's agenda, which will be at least 34 days after submission of the application, but within forty-five (45) days of the submission of a complete application prepared in accordance with this Zoning Ordinance.

Notice of Public Hearing: The City shall, not less than 15 days before the date of the public hearing, serve written notice, either in person or by regular mail, to the owners and occupants of the property within 300 feet in each direction of the lot line of the subject property, pursuant to section 40-122 of the Zoning Ordinance.

Attendance: It is requested that the petitioner or a representative be present at the hearing to answer any questions the commissioners may have on the request or on the property involved.

Recommendation: Following the public hearing and review of the proposed zoning change and supporting data, the Planning Commission shall recommend approval, modification, or disapproval and the reasons therefore, to the City Council.

Approval: The Council, after receipt of the recommendation, shall approve, disapprove or modify the request. In case of approval, the Council shall pass an amendatory ordinance granting the zoning change. This ordinance must be read by the City Council two times prior to its approval and final adoption.

FACTORS FOR THE PLANNING COMMISSION TO CONSIDER

Excerpt from section 40-121 of the Zoning Ordinance:

Prior to making a recommendation on the proposed amendment to the city council, the planning commission shall consider the factors specified as follows:

- A. If the proposed amendment is a map amendment (rezoning), the planning commission shall consider the following:
 1. If the proposed zoning amendment is consistent with the city's adopted master plan.
 2. If the proposed zoning amendment is consistent with recent development trends in the area.
 3. If the zoning amendment is compatible with existing or future land uses in the vicinity of the subject site or throughout the zoning district(s) affected by the proposed amendment.
 4. If existing or planned public infrastructure, including streets, sanitary sewers, storm water, water, sidewalks, and street lighting are capable of accommodating potential changes in land use resulting from the proposed amendment.
 5. If the proposed amendment is consistent with the intent and purpose of this ordinance and whether the proposed amendment would protect the health, safety, and welfare of the city.
- B. If the proposed amendment is a text amendment, the planning commission shall consider the following factors:
 1. If the proposed text amendment would clarify the intent of the ordinance or correct an error.
 2. If the proposed text amendment would address changes to state legislation, recent case law, or opinions from the Attorney General, or promote compliance with changes in other county, state or federal regulations.



3. In the event the amendment will add a use to a district, if the proposed use is fully consistent with the character of the range of uses provided for within the district, and that the amendment will not create incompatible land uses within a zoning district, or between adjacent districts.
4. If the proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements, and similar technical items.
5. If the proposed amendment is consistent with the city's ability to provide adequate public facilities and services, and is consistent with the city's desire to protect the public health, safety, and welfare of the community.



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1. General Information *(if the proposed amendment is a map amendment, aka rezoning)*

Address/location of property: _____
 Parcel #: _____ Master Plan designation: _____
 Current Use: _____ Proposed Use: _____
 Existing Zoning: _____ Area in Acres: _____
 Proposed Zoning: _____ Area in Acres: _____

2. Owner

Name: _____
 Address: _____

 Phone #: _____
 Email: _____

3. Applicant

Name: _____
 Address: _____

 Phone #: _____
 Email: _____

4. Required Attachments

- PDF + 5 copies of application
- Property deed (rezoning)
- Plat or sketch (rezoning)
- Justification for request (see sec. 40-121 on page 2)
- Power of attorney (if applicable)
- Existing and proposed section language from Zoning Ordinance (if the proposed amendment is a text amendment)

5. Fees and Escrow Deposit

Application Fee: \$400

A deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.

Petition will not be accepted without signature of legal owner or official agent *(attach power of attorney)*.

Signature of Proposed Owner: _____ Date: _____

Print Name: _____

Signature of Applicant: _____ Date: _____

Print Name: _____

<i>Office Use Only</i>		
Case #: _____	Date Received: _____	Fee: _____
Date of City Council Approval: _____		

