



## **ZONE CHANGE REQUEST**

Amendment or changes to the Norton Shores Zoning Map require two (2) meetings each with the Planning Commission and City Council. The Planning Commission will set a public hearing at one meeting and hold it at the next. Following the public hearing, the Commission will make a recommendation to the City Council. The Council, in turn, will introduce the ordinance amendment at their first meeting and either grant or deny the request at the second meeting. The application for such a zone change must include a letter **signed by the current property owner**, that documents the reasoning for the request. It is important to note that the Planning Commission and City Council will review the appropriateness of the change in zoning in relation to the Master Plan and all potential land uses and not the specific proposed use of the land by the applicant. Hence, unless the request is for a PUD, PURD, or SUD designation, site plan review is handled separately and drawings should not be submitted at this time. It is suggested that the applicant discuss their proposal with staff prior to submission to determine its appropriateness and/or necessity.

Processing Time: 75 to 100 days

Application Fee: \$300.00

### **FOR OFFICE USE ONLY**

DATE RECEIVED:

PLANNING COMMISSION MEETING DATE:

COPIES SUBMITTED:

FEE PAID:

CITY COUNCIL MEETING DATE: