

## ZONING AMENDMENT PROCEEDURES

(Consult Article XXV of the South Haven Township Zoning Ordinance)

- 1 - Obtain the Zoning Amendment Application form from the Township's Zoning Administrator.
- 2 - Check the Township's Land Use Master Plan map:  
If your proposed zoning is not consistent with the Land Use Master Plan map then you must include a request for a Master Plan amendment as well.
- 3 - Complete the application form and include the Parcel Identification numbers from your tax records and complete legal descriptions of all the properties you wish to include.  
If you are only requesting that a portion of your property be rezoned then you must include a legal description of only that portion of your property in question. To draft a new legal description you should consult a surveyor or an attorney.
- 4 - If more than one property owner are involved, then a petition signed by all affected owners must be submitted with the application form.
- 5 - Submit the application form, fee and (if applicable) petition to the Zoning Administrator by noon, at least ten (10) days before the Township Planning Commission meeting. (The South Haven Township Planning Commission usually meets on the first Thursday of each month, so applications are due by noon on the Tuesday of the previous week). You or your representative are expected to attend the Planning Commission meeting (7 p.m. on the first Thursday, at the Township Hall, southwest corner of Blue Star & M-140).  
NOTE: Your application must include the following information:
  - a legal description of the property to be rezoned
  - a scale map of the property as described, clearly showing the property's location
  - name and address of petitioner(s)
  - petitioner's interest in the property, and if the petitioner is not the owner, then the owner's address.
  - signatures of the petitioner(s) and the owner(s)
  - clear statement of what change is being requested and the reasons why
- 6 - At the Planning Commission meeting the Planning Commission will set a Public Hearing Date, unless you wish to pay for a special meeting, the date will be at the next Planning Commission meeting (one month later). If you wish to pay for a special meeting you should tell the Zoning Administrator when you submit the application and you should also remind the Planning Commission Chairman at the meeting.
  - the Township shall mail notices of the proposed change to all property owners within 300 feet of your property at least 8 days prior to the public hearing.

-the Township shall publish two (2) notices of the proposed change in the newspaper, the first at least 20 but not more than 30 days, and the second not more than 8 days before the hearing date.

7 - At the Public Hearing, the Planning Commission will take testimony both for and against the proposed change from anyone present who wishes to speak and by reading all letter received on the subject. All comments will be recorded in the minutes of the Hearing. Once the Hearing is closed no further comments from the public will be recieved.

After the Public Hearing is closed, the Planning Commission will discuss the proposed change and compare it to the Master Plan. The Planning Commission then may take one of the following actions:

- recommend approval to the Township Board
- recommend approval with conditions to the Township Board
- recommend rejection to the Township Board
- table the discussion for further fact finding. In this last case you will have to return to the Planning Commission at a later date.

8 - The Township Board meets the second Wednesday of each month at the Township Hall, 7 p.m. The applicant is not required to attend, but you may do so if questions have come up at the Public Hearing. The Board cannot vote at this meeting. During the next 30 days the Township will send a copy of the proposed change to the County Planning Commission and if applicable to the joint Planning Committee for the South Haven area.

9 - At the second Township Board meeting (which you must attend) the Board may take the following actions:

- approve and enact the change
- reject the proposed change

If the Board votes to enact, then the Clerk will publish the new text/map in the newspaper. Unless the Board votes to give the change immediate effect upon publication, the change becomes effective 30 days after publication.