

Application Packet Rezoning

PLANNING AND ZONING DEPARTMENT CITY OF ECORSE, MICHIGAN

Albert B. Buday Civic Center
3869 West Jefferson Avenue
Ecorse, MI 48229
(520) 366-1259
ecorsemi.gov



This packet contains the following:

- General overview of the application process
- The purpose of municipal review
- The process and procedures of submitting an application
- The eligibility criteria for applications
- The evaluation criteria for applications
- The Application Form
- The Application Completion Checklist

The following other elements may be obtained on the City website or at the Community Development offices in City Hall:

- The current fee schedule
- The [Zoning Ordinance and Map](#)
- Other [Applications and Forms](#)
- The [list of Planning Commission and Zoning Board of Appeals meeting dates, times, and submission deadlines](#)



GENERAL OVERVIEW

Please follow these general steps to complete your REZONING application with the City of Ecorse:

- 1) Read this packet *before* completing any forms or paying any fees. Make sure that your project meets the circumstances that require a REZONING review and meets the eligibility criteria for a review. These criteria are included later in this packet.
- 2) Complete and sign the Application Form and Application Completion Checklist, which are included later in this packet.
- 3) Determine your application fee – visit the City website or the Community Development office at City Hall to obtain a copy of the current fee schedule. Review the fee schedule and determine how much your application fee will be, or ask a City staff member to help you calculate your fee.
- 4) Submit the following items to the City:
 - a. The completed Application Form and Application Completion Checklist
 - b. All the submission items and materials that will be reviewed, as required in the Application Completion Checklist
 - c. The application fee in the form of a check, payable to the City of Ecorse. If mailing the check, please send it to:

Building Official
Community Development Department
Albert B. Buday Civic Center
3869 West Jefferson Avenue
Ecorse, MI 48229

If you are not sure what type of review you need for your project, do not know if your project will require appearing before a Board or Commission, or need help with any other piece of information, please contact the City or contact a specific staff member using the [City's online staff directory](#).

City of Ecorse

Phone: 313-386-2520

Fax: 313-386-1340

GENERAL OVERVIEW

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PURPOSE

The [City Zoning Ordinance](#) provides standards and requirements for REZONING. The City Council may, after recommendation from the Planning Commission, amend, supplement or change the provisions of the Official Zoning Map. Such actions shall be consistent with the Michigan Zoning Enabling Act, P.A. 110 of 2008, as amended.

The purpose of a REZONING is to advance the general mission of the Zoning Ordinance, which is to regulate the use of land and structures for the purpose of promoting and protecting the public health, safety, convenience, and general welfare of the current and future inhabitants of the City.

A copy of the Zoning Ordinance can be found on the City website:

<https://www.ecorsemi.gov/Departments/Community-Development/Planning-and-Zoning.aspx>

PURPOSE



PROCESS AND PROCEDURES

Zoning Ordinance Section 13.1.3

A. Application

An amendment to this Ordinance (except those initiated by the City Council, Planning Commission Zoning Administration or Building Official) shall be initiated by submission of a complete and accurate application to the City, along with the required fee and/or escrow deposit established by City Council.

B. Internal Review

1. Completeness Review

Upon receipt of an application to amend this Ordinance, the Zoning Administrator shall review the application to confirm all required material has been submitted. The Zoning Administrator shall notify the applicant of any outstanding items

2. Technical Review

Prior to Planning Commission consideration, the proposed amendment and application materials shall be distributed to appropriate City officials for review and comment. The Zoning Administrator may also submit the application materials to designated City consultants for review.

3. Public Hearing

A public hearing shall be held for all proposed amendments in accordance with the procedures in Article 12.

C. Planning Commission Review

Subsequent to the hearing, the Planning Commission shall review the proposed amendment, together with any reports and recommendations from staff, consultants, other reviewing agencies, and any public comments. The Planning Commission shall identify and evaluate all relevant factors and shall report its findings and recommendation to the City Council.

D. City Council Review

The City Clerk shall forward a copy of the proposed amendment and report and recommendation from the Planning Commission to the City Council for consideration and final action.

1. Adoption, Rejection, or Referral

The City Council may adopt or reject the proposed amendment, or may refer the amendment back to the Planning Commission for revision or further

PURPOSE



Community Development Department City of Ecorse, Michigan

consideration. If the City Council requests revisions to the proposed amendment, the amendment and requested revisions shall be referred back to the Planning Commission for further consideration.

Whenever an application for an amendment to this Ordinance has been rejected by the City Council, a new application for the same amendment shall not be accepted by the City for a period of one (1) year unless the Zoning Administrator or Building Official determines that one or more of the following conditions has been met:

- A. There is a substantial change in circumstances relevant to the issues or facts considered during review of the application.
- B. New or additional information is available that was not available at the time of the review.
- C. The new application is materially different from the prior application.

2. Additional Hearings

The City Council may, at its discretion, hold additional public hearings on the proposed amendment following the procedures in Article 12.'

E. Effective Date and Records

The City shall keep a record of decisions on REZONINGS on file in the Clerk's Office. A notice of adoption of an approved amendment shall be published in a newspaper of general circulation in the City within fifteen (15) days of adoption. The amendment shall become effective eight (8) days after being published.

PURPOSE

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ELIGIBILITY CRITERIA

The eligibility criteria for a rezoning are as follows:

1. The subject property has not received a rezoning application denial in the last one (1) year for a rezoning to the same proposed district as the current application.

OR

2. The subject property has received a rezoning application denial in the last one (1) year for a rezoning to the same proposed district as the current application but the Zoning Administrator or Building Official has determined that it meets one (1) or more of the criteria for reapplication under Section 13.1.5. These criteria are as follows:
 - a. There is a substantial change in circumstances relevant to the issues or facts considered during review of the application.
 - b. New or additional information is available that was not available at the time of the review.
 - c. The new application is materially different from the prior application.

ELIGIBILITY CRITERIA



EVALUATION CRITERIA

The following criteria shall be used as a basis upon which REZONINGS will be reviewed and approved.

Zoning Ordinance Section 13.1.3 (D)

In considering an amendment to the Official Zoning Map (rezoning), the Planning Commission shall consider the following factors in making its findings and recommendations:

1. Consistency with the Master Plan's goals, policies, and future land use map, including planned timing or sequence of development. If conditions have changed since the Master Plan was adopted, the consistency with recent development trends in the area shall be considered.
2. Compatibility of all the potential uses allowed in the proposed zoning district(s) with the site's physical, geological, hydrological, and other environmental features.
3. Compatibility of all the potential uses allowed in the proposed district(s) with surrounding uses and zoning in terms of suitability, intensity, traffic impacts, aesthetics, infrastructure, and potential influence on property values.
4. Capacity of available utilities and public services to accommodate the uses permitted in the district(s) without compromising the health, safety, and welfare of City residents or burdening the City or Wayne County with unplanned capital improvement costs or other unplanned public expenses.
5. Capability of the road system to safely and efficiently accommodate the expected traffic generated by uses permitted in the zoning district(s).
6. The apparent demand for the types of uses permitted in the district(s) in relation to the amount of land currently zoned and available in the City and surrounding communities to accommodate the demand.
7. The boundaries of the proposed district(s) in relationship to the surrounding area and the scale of future development on the site.
8. The requested rezoning will not create an isolated or incompatible zone in the neighborhood.
9. Other factors deemed appropriate by the Planning Commission and City Council.

EVALUATION CRITERIA



APPLICATION FORM

NOTICE TO APPLICANT: Applications for Site Plan Review must be submitted to the City *in substantially complete form*. The application must be accompanied by the data specified in the Zoning Ordinance and Application Completion Checklist (below) plus the required review fees.

DATE:		PROJECT ADDRESS/NAME:	
APPLICATION TYPE			
Please check the box or boxes for the type of application you are submitting. Applications that require an appearance before the Planning Commission or Zoning Board of Appeals (ZBA) must also complete the Planning Commission Hearing Application and/or the ZBA Hearing Application. These applications are separate and can be submitted after this application, but must be in advance of the meeting. These applications are available online or at the City Hall Community Development office - additional fees may be required.			
<input type="checkbox"/> Site Plan <input type="checkbox"/> Rezoning <input type="checkbox"/> Special Land Use <input type="checkbox"/> Planned Unit Development (PUD) <input type="checkbox"/> Condominium Development <input type="checkbox"/> Manufactured Home Development <input type="checkbox"/> Plat Review <input type="checkbox"/> Landscape Plan Review		<input type="checkbox"/> Non-use (Dimensional Variance) <input type="checkbox"/> Use Variance <input type="checkbox"/> Land Division (Lot Split) <input type="checkbox"/> Land Combination (Lot Combination) <input type="checkbox"/> Master Deed or Similar Document Review <input type="checkbox"/> Other _____	
APPLICANT		TITLEHOLDER OF PROPERTY (if different than Applicant)	
LEGAL NAME:		LEGAL NAME:	
COMPANY:		COMPANY:	
MAILING ADDRESS:		MAILING ADDRESS:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
SIGNATURE:	DATE:	SIGNATURE:	DATE:
By signing above, it is agreed that: I hereby certify that the information given herein, and that all information and data furnished in connection with this application, is true and correct. I acknowledge that I am solely responsible for any and all errors and omissions.			



**Community Development Department
City of Ecorse, Michigan**

PARCEL ID (PROPERTY TAX ID) NUMBERS	ACREAGE
PROPERTY TAX ID NUMBER(S): # # # #	TOTAL ACREAGE IMPACTED BY DEVELOPMENT: Gross: Net:
ZONING DISTRICT	LAND USE
CURRENT ZONING:	CURRENT LAND USE:
PROPOSED ZONING:	PROPOSED LAND USE:

PROPERTY DESCRIPTION
PROPERTY DESCRIPTION: If part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat (i.e., Acreage parcel), provide metes and bounds description. Attach separate sheets if necessary.



**Community Development Department
City of Ecorse, Michigan**

PROFESSIONALS WHO PREPARED PLANS		
ENGINEERING	ARCHITECTURE	OTHER _____
NAME:	NAME:	NAME:
COMPANY:	COMPANY:	COMPANY:
MAILING ADDRESS:	MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:	PHONE:
EMAIL:	EMAIL:	EMAIL:
OTHER ESSENTIAL INFORMATION		
If you would like to mention any other essential information, such as your future plans to apply for another type of review on this site, please do so here.		
FOR CITY USE ONLY		
PROJECT NAME:		
APPLICATION NUMBER:		
FEE PAID Yes/No: Date Paid: Check #: Check Amount (\$):		
ANTICIPATED FEE BREAKDOWN Planning: Engineering: Building/City: TOTAL ANTICIPATED FEE:		
OTHER NOTES:		



APPLICATION COMPLETION CHECKLIST

Type: Rezoning

Complete all pages of this checklist as a component of your application.

Per [Zoning Ordinance Article 13](#), the general required items of an application for a rezoning (also known as a zoning map amendment) are listed below. Additional detail on exact submission requirements is found on the following pages.

Submission Item	Included in Submission?
1. A completed Application on the City form.	
2. Payment of all required fees and escrows.	
3. 12 copies of the Site Plan, drawn to an appropriate scale and presented on 11" by 17" paper, and a digital PDF sent on a USB or emailed.	
4. A written description of the proposed amendment (the "narrative").	
5. Any additional information required by guidelines adopted by the City Planning Commission must also be supplied. Other data may be required if deemed necessary by the Planning Commission or City staff to determine compliance with provisions in these regulations. Such information may include traffic studies, market analysis, environmental assessment, and evaluation of the demand on public facilities and services.	



**Community Development Department
City of Ecorse, Michigan**

ITEMS THAT MUST BE INCLUDED ARE SHADED IN WHITE.

ITEMS NOT APPLICABLE TO THE SITE PLAN OR WRITTEN NARRATIVE ARE SHADED GREY.

If an **item that is NOT ALREADY SHADED GREY is not applicable to your site** or does not exist on your site (e.g., there are no wetlands on the site, so a wetland review is not necessary), **then please INDICATE THAT IN THE THIRD COLUMN and include an explanation either on the site plan or in the written narrative.**

Submission Item	Shown on Site Plan	Included in Written Narrative Submission or Appended	Not Applicable (N/A)
1. A legal description and street address of the subject property, together with a survey and location map identifying the subject property in relation to surrounding properties			
2. The name and address of the owner of the subject property, and a statement of the applicant's interest in the subject property, if not the owner in fee simple title.			
3. The existing and proposed zoning district designation of the subject property and surrounding properties			
4. A written description of how the requested amendment meets the criteria stated in this Section.			