

# Leoni Township Office

913 Fifth Street Michigan Center, Michigan 49254  
PHONE: (517) 764-4694 FAX: (517) 764-1106  
www.leonitownship.com

DATE OF APPLICATION: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

## APPLICATION FOR ZONING CHANGE or CONDITIONAL USE

TO: PLANNING COMMISSION, LEONI TOWNSHIP

We) Hereby make application with the Township of Leoni to:

- ☐ Add to or change the text of the Ordinance.
- ☐ Change the district boundaries.
- ☐ Re-Zone the property to another classification.
- ☐ Conditional Use.
- ☐ Home Occupation.
- ☐ Extending Residential Non-Conforming Use.

Applicants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Property Involved: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

The above property is presently zoned: \_\_\_\_\_

I wish the zoning to be changed from: \_\_\_\_\_ to: \_\_\_\_\_

I wish the boundaries to be changed from: \_\_\_\_\_ to: \_\_\_\_\_

I wish the change in the text from section: \_\_\_\_\_

The proposed use(s) and nature(s) of operation is/are: \_\_\_\_\_

NOTE: Attach an ACCURATE SURVEY DRAWING of said property drawn to scale showing existing and proposed building and structures, the type thereof and their uses, and the distances from property lines.

**CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND THAT I AM THE OWNER OF THE PROPERTY.**

I WANT PERMISSION FOR MEMEBERS OF THE LEONI TOWNSHIP PLANNING COMMISSION AND/OR TOWNSHIP BOARD TO ENTER THE ABOVE PROPERTY FOR THE PURPOSE OF GATHERING INFORMATION RELATED TO THIS APPLICATION. (NOTE TO APPLICANT: This will not affect any decision on your application.)

**CASE OF CANCELLATION OR FAILURE TO APPEAR AT THE HEARING, I UNDERSTAND THAT ALL FEES WILL BE FORFEITED.**

\_\_\_\_\_  
SIGNATURE OF OWNER/APPLICANT

\*\*\*\*\*  
PLANNING COMMISSION RECOMMENDATION: Having reviewed the submitted data, hereby recommend the Township Board Approve ( ) Disapprove the Application for the following reasons (or with these restrictions) \_\_\_\_\_

E: \_\_\_\_\_ CHAIRMAN: \_\_\_\_\_  
SIGNATURE

\*\*\*\*\*  
TOWNSHIP BOARD OF TRUSTEES: Having reviewed the submitted data, hereby ( ) APPROVE ( ) DISAPPROVE the application for the following reasons: \_\_\_\_\_

E: \_\_\_\_\_ CLERK: \_\_\_\_\_



## SECTION 3.4 – PUBLIC HEARING FOR ZONING

The formulation and enactment of this ordinance is based upon the division of the Township of Leoni into districts in each of which are permitted specified uses which are mutually compatible uses.

### 3.4.1 Authority to Grant Zone Change:

The Township Board may, from time to time, on recommendation from the Planning Commission on its own motion amend, modify, supplement, or revise the district boundaries or the provisions and regulations herein establish whenever the public necessity and convenience and the general welfare require such amendment. Said amendment may be initiated by resolution of the Township Board, the Planning Commission or by petition of one or more owners of property to be affected by the proposed amendment. Except for the Township Board or the Planning Commission the petitioner requesting an amendment shall, at the time of application, pay the fee established by resolution of the Township Board, no part of which shall be returnable to the petitioner.

### 3.4.2 Data, Exhibits, and Information Required in Application:

An application for a zoning district change shall contain the applicants name and address in full, a statement that the applicant is the owner involved or is acting on the owner's behalf, the address of the property involved; an accurate survey drawing of said property showing the existing location of all structures thereon, the type thereon, the types thereof, and their uses; and a statement of supporting data, exhibits, and information.

### 3.4.3 Public Hearing:

The Planning Commission shall hold a public hearing upon any application for a zoning district change, notice of which shall be by newspaper publication. The first publication shall not be more than 300 days or less than 20 days preceding the hearing. The publication shall be in a newspaper circulated within the Township. Notice of Public Hearing shall be sent at least ten (10) days prior to the hearing to the owner of the property in question, to all persons to whom any real property within three hundred (300) feet of the premises in question is assessed, and to the occupants of all single and multi-family dwellings, within three hundred (300) feet. The property in question shall be conspicuously posted at least ten (10) days prior to the hearing.

### 3.4.4 Approval, Grant of Zoning District Change:

Upon holding a public Hearing and finding that the requirements of subsections 3.4.2 through 3.4.3 of this Ordinance have been satisfactorily met by the applicant, the Planning Commission shall recommend approval or disapproval to the Leoni Township Board. The request then shall be submitted to the Jackson County Coordinating Committee for review. The Leoni Township Board shall review all the evidence and recommendations supplied to them by the Planning Commission and the Jackson County Coordinating Committee at their Township Board Meeting. At a public meeting, the Township board shall approve or disapprove the zoning request.



### SPECIAL (CONDITIONAL) USE PERMIT CHECKLIST

1. APPLICANT SUBMITS APPLICATION AND FEE INCLUDING APPLICANT'S SUGGESTED CONDITIONS. APPLICANT SHOULD SPECIFY WHEN THEY WANT THEIR APPLICATION SUBMITTED TO THE PLANNING COMMISSION. THE APPLICATION SHOULD ALSO CONTAIN A SITE PLAN IF ORDINANCE OTHERWISE REQUIRES IT. THE APPLICATION MUST CONTAIN ACKNOWLEDGMENT OF EACH GENERAL CONDITION FOR THE GRANTING OF A SPECIAL USE PERMIT CONTAINED IN ORDINANCE (ZONING ADMINISTRATOR MUST ENSURE THIS).
2. ZONING ADMINISTRATOR REVIEWS APPLICATION. IF S/HE DETERMINES THERE ARE ANY DEFICIENCIES, HE RETURNS THE APPLICATION TO THE APPLICANT FOR EDITING. OTHERWISE, S/HE SUBMITS TO THE SECRETARY OF THE PLANNING COMMISSION TO PLACE ON THE APPROPRIATE AGENDA.
3. THE PLANNING COMMISSION MEETS AND CONDUCTS A REVIEW. THE APPLICANT MUST ATTEND THE REVIEW TO ANSWER ANY QUESTIONS THE PLANNING COMMISSION HAS. FAILURE TO ATTEND CONSTITUTES WITHDRAWAL OF THE APPLICATION.
4. THE PLANNING COMMISSION MAY EDIT OR ADD TO THE CONDITIONS SUBMITTED BY THE APPLICANT. IF THE PLANNING COMMISSION DOES SO THEN THEY GIVE CONDITIONAL APPROVAL (CONDITIONED ON THE APPLICANT ACCEPTING THE NEW CONDITIONS) AND REFER THE APPLICATION BACK TO THE ZONING ADMINISTRATOR WHO ENSURES THAT THE APPROPRIATE CONDITIONS ARE MEMORIALIZED IN AN AMENDED APPLICATION AND THAT THE APPLICANT SIGNS OFF ON SAID CONDITIONS, OR THE PLANNING COMMISSION MAY RECOMMEND DENIAL OF THE APPLICATION.
5. IF THE PLANNING COMMISSION RECOMMENDS DENIAL OF THE APPLICATION IT MUST STATE ITS REASONS ON THE RECORD AND THE APPLICATION MUST BE ENDORSED BY THE SECRETARY OF THE PLANNING COMMISSION WITH THE REASONS FOR THE RECOMMENDED DENIAL.
6. IF THE PLANNING COMMISSION APPROVES THE APPLICATION WITHOUT EDITING OR ADDING TO THE CONDITIONS THEN THE SECRETARY OF THE PLANNING COMMISSION SHALL ENDORSE THE APPLICATION AS BEING RECOMMENDED FOR APPROVAL.
7. IF THE PLANNING COMMISSION PROVIDES CONDITIONAL APPROVAL OF THE APPLICATION THEN THE SECRETARY OF THE PLANNING COMMISSION SHALL ENDORSE THE APPLICATION AS BEING CONDITIONALLY APPROVED WITH ALL CONDITIONS FOR APPROVAL DETAILED ON THE ~~ENDORSEMENT. IF THE APPLICANT ACCEPTS THE EDITED OR NEW CONDITIONS THEN THE~~
8. THE ZONING ADMINISTRATOR AND THE SECRETARY OR CHAIR OF THE PLANNING COMMISSION WILL ENDORSE THE AMENDED APPLICATION AS APPROVED.
8. THE ZONING ADMINISTRATOR TRANSMITS THE FINAL APPLICATION ALONG WITH ALL DOCUMENTS AND ENDORSEMENTS TO THE TOWNSHIP CLERK FOR PLACEMENT ON THE TOWNSHIP BOARD OF TRUSTEES AGENDA.
9. THE TOWNSHIP BOARD OF TRUSTEES APPROVES, CONDITIONALLY APPROVES OR DENIES THE APPLICATION USING THE SAME PROCEDURES AS OUTLINED IN STEPS 3 THROUGH 8, ABOVE.
10. THE ZONING ADMINISTRATOR ISSUES A SPECIAL USE PERMIT OR A DENIAL LETTER.