

Application Procedure for Change of Zoning City of Livonia, Michigan

Where an application is presented by a property owner or owners, pursuant to Section 13.13 & 13.15 of the Livonia Zoning Ordinance, as amended, the following procedure and requirements shall be observed in every case:

FILING OF APPLICATIONS. All applications shall be in writing, signed before a notary, and filed in triplicate with the City Clerk for presentation to the City Planning Commission and City Council. At least 15 days prior to the public hearing, the applicant shall erect a four foot by four foot (4' x 4') sign on the property proposed to be rezoned.

CONTENT OF APPLICATION. All applications for amendments to the zoning ordinance, without limiting the right to file additional material, shall contain at least the following:

1. The petitioner's name, address and interest in the petition, as well as the name, address and interest of every person having a legal or equitable interest in the land covered by the petition.
2. The nature and effect of the proposed amendment.
3. The existing zoning classification of such property.
4. The change or amendment desired.
5. A complete legal and common description of the property sought to be rezoned.
6. A fully dimensional map (**3 copies**) drawn at an appropriate scale with a north arrow, dated, map legend and showing:
 - a. The land that would be affected by the proposed amendment;
 - b. The present zoning classification of the land;
 - c. All public and private right-of-ways and easements bounding and intersecting the land under consideration;
 - d. The dimensions of land sought to be rezoned;
 - e. The proposed land use(s) of the land sought to be rezoned; and
 - f. The structures and existing land uses on all property adjacent to the subject parcel and on other such property as may, in the City Planner's determination, be necessary to properly reflect the existing character of the surrounding neighborhood.

**REZONING APPLICATION
CITY OF LIVONIA, MICHIGAN**

All applications must be presented in quadruplicate to the City Clerk, 33000 Civic Center Drive, Livonia, MI 48154-3097. Applications **must** include property owner's name, address and notarized signature. You are invited and encouraged to review your proposal with the Planning Department staff.

Date Filed: _____ Petition _____

Site Address: _____ Sidwell _____

Requesting To Rezone Property From _____ To _____

For the Following Reason (s) _____

Applicant: _____ Business/Company: _____

Applicant's Address: _____ City: _____ State: _____ Zip Code: _____

Applicant's Phone # (_____) _____ Applicant's Email _____

For fee computation, see attached Fee Schedule **Please provide the following information:**

- 1) **Legal Description** of the property to be considered. Paper copy must be clearly printed.
- 2) **Fully Dimensional Map (3 copies)** drawn at an appropriate scale, with a north arrow, dated & legend key to symbols and showing:
 - The land that would be affected by the proposed amendment.
 - The dimensions, square footage & acreage of the land.
 - The existing conditions of the site, including all structures & parking layout.
 - A legal description of the land to be rezoned.
 - All public and private right-of-ways & easements bounding & intersecting the site.
 - A preliminary plan showing the proposed land use(s) of the land under consideration.
 - The zoning classification of all abutting zoning districts.
 - The structures and existing land uses on all property adjacent to the subject parcel and on other such property as may, in the City Planner's determination, be necessary to properly reflect the existing character of the surrounding neighborhood.
- 3) A copy of the Fully Dimensional Map submitted in a pdf. format either on a CD or it can be emailed to Planning@livonia.gov

Owner of Property: _____

Owner's Address: _____ City: _____ State: _____ Zip Code: _____

Owner's Phone # (_____) _____ Owner's Email _____

Signature of Owner: _____ Print Name: _____

Subscribed and sworn to before me, a Notary Public in and for the County of _____ State of _____

on this _____ day of _____ 20 _____.

Signature of Notary _____ My commission expires _____,

APPROVED AS FORM
Department of Law

By:

Date:

**Required Sign Board for Property to be Rezoned
City of Livonia, Michigan**

Dimensions of Sign: Four foot by four foot (4' x 4'), Two (2) sided

Lettering on sign shall be a minimum two inches (2") in height

The petitioner shall erect a sign located one foot (1') behind the right-of-way line perpendicular to the adjoining street(s) and clearly observable by the public. The sign must be in place at least fifteen (15) days prior to the public hearing and shall remain up until the application process is completed and shall thereafter be removed by the petitioner within thirty (30) days.

**NOTICE! THIS PROPERTY IS
PROPOSED TO BE REZONED.**

PRESENT ZONING IS: _____

REQUEST CHANGE TO: _____

PROPOSED USE: _____

APPLICANT: _____

**FOR FURTHER INFORMATION CALL THE CITY
PLANNING DEPARTMENT AT (734) 466-2290,
8:30 A.M. TO: 5:00 P.M., MONDAY THRU FRIDAY.**

**Rezoning Process – Approximate Timetable
City of Livonia, Michigan**

You are invited and encouraged to review your proposal with the Planning Department staff prior to filing.

Step 1 Petition filed with City Clerk.
Law Department approves as to form.
Planning Department receives petition.
Engineering Division prepares/reviews legal description and comments on engineering issues.

Time: 2 weeks

Step 2 Preparation of legal notice.
Petition advertised in paper 15 days in advance of meeting date.
Notice sent to tenants and/or property owners within 300' at least 15 days in advance of meeting date.
Public utilities notified.

Time: 1 week

Step 3 Item is placed on Planning Commission Study Meeting agenda for prehearing review.
Planning Commission Study Meeting conducted – Item discussed.

Time: 1 week

Step 4 Item is placed on Planning Commission Public Hearing agenda.
Public Hearing held – Recommendation made to City Council.
Minutes transcribed.

Time: 1 week

Step 5 Transmittal letter prepared and sent with packet material to City Council after Mayoral approval.
Planning Commission minutes are official 7 days after Public Hearing.

Time: 1 week

Step 6 Item scheduled for Council Regular Meeting agenda at which time a date is set for a public hearing before City Council.
Preparation of legal notice.
Petition advertised in paper 15 days in advance of meeting date.
Notice sent to property owners within 300' at least 15 days in advance of meeting date.
Public utilities notified.

Time: 3 weeks

Step 7 Public Hearing held by City Council.
City Council refers Item to Regular Meeting for action.

Time: 1 week

Step 8 Item scheduled for City Council Regular Meeting.
If item is approved, the Law Department is requested to prepare Zoning Ordinance amendment.

Time: 2 weeks

Step 9 Ordinance scheduled on Council Regular Meeting for FIRST READING.

Time: 1 week

Step 10 Ordinance scheduled on next Council Regular Meeting for SECOND READING.
Ordinance and map approved.

Step 11 Minutes approved.
Ordinance published.
Rezoning official.

TOTAL TIME: 16 weeks

The Application Procedure for Change of Zoning, fee schedules, and other pertinent information can be found on the City's web site:

Go to:

- livonia.gov
- under Planning Department
- click Application & Forms
- retrieve Rezoning Application and Procedure



CITY OF LIVONIA PLANNING DEPARTMENT

33000 Civic Center Drive

Livonia, MI 48154

(734) 466-2290

FEE SCHEDULE

Effective February 28, 2022

AVOID SCAMS! PLEASE BE AWARE THAT THE CITY OF LIVONIA PLANNING COMMISSION DOES NOT SEND INVOICES EITHER BY REGULAR MAIL OR EMAIL. WHEN YOU APPLY, YOU WILL BE REQUIRED TO PAY IN FULL AT THAT TIME. IF YOU RECEIVE AN INVOICE, PLEASE CONTACT US IMMEDIATELY.

SITE CONDOMINIUMS, PLATTED SUBDIVISIONS AND RESIDENTIAL DEVELOPMENTS:

\$600.00, plus \$20.00 per lot or unit

SITE PLANS

\$600.00 plus \$20.00 for each 1,000 square feet of gross floor area of new construction

Renewal: \$200.00 to extend the expiration date of a previously approved site plan.

Appeal: \$400.00 for an appeal filed with the City Clerk requesting City Council to reverse the recommendation of the City Planning Commission

Modify previously approved site plan or amend a condition: \$300.00 filing fee

WAIVER USE

\$400.00 publication fee plus \$300.00 base review fee plus \$20.00 for each 1,000 square feet of gross floor area of new construction plus \$30.00 per lot or unit for residential construction

Renewal: \$200.00 to extend the expiration date of a previously approved waiver request.

Appeal: \$400.00 for an appeal filed with the City Clerk requesting City Council to reverse the recommendation of the City Planning Commission

Modify or amend a previously approved waiver: \$400.00 publication fee + \$200.00 review fee

Extend the expiration date of a waiver: \$200.00

Cell Tower - New: \$1,000.00

Cell Tower - Modification: \$200.00

Re-publication fee: \$400.00

VACATING

\$650.00. Vacating requests are first reviewed by the Engineering Division. The Engineering Division will forward a recommendation to the City Council for action. Fees to be paid at the City Clerk's Office.

GREENBELT REVIEW - \$300.00

SIGN PERMIT - \$50.00

ZONING - From any classification to:

P-L, NP, N1, N2, RUF. \$100.00 plus an additional \$20.00 for each 7,200 square feet or fraction thereof in excess of 7,200 square feet, plus a \$400.00 publication fee.

NM1, NM2. \$250.00 plus an additional \$30.00 for each 7,200 square feet or fraction thereof in excess of 7,200 square feet, plus a \$400.00 publication fee.

C-1, C-2, C-3. \$400.00 plus an additional \$30.00 for each 4,000 square feet or fraction thereof in excess of 8,000 square feet, plus a \$400.00 publication fee.

C-4, NM3. \$500.00 plus an additional \$40.00 for each 4,000 square feet or fraction thereof in excess of 8,000 square feet, plus a \$400.00 publication fee.

ML, M-1 or M-2. \$500.00 for the first acre plus an additional \$100.00 for each additional acre or part thereof, plus a \$400.00 publication fee.

Re-publication fee: \$400.00