

CITY OF MARQUETTE TEXT AMENDMENT APPLICATION



CITY STAFF USE

Parcel ID#: _____ File #: _____ Date: _____
Hearing Date: _____ Application Deadline (including all support material): _____
FEE \$462 Receipt #: _____ Check #: _____ Received by and date: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE TEXT AMENDMENT REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!

If you have any questions please call 228-0425 or e-mail alanders@mqcty.org. Please refer to www.mqcty.org to find the following information:

- Planning Commission page for filing deadline and meeting schedule
- Excerpts from the City Zoning Ordinance
 - Sections 80.06 Amendment Procedure (see attached page 3)

APPLICANT CONTACT INFORMATION

APPLICANT

Name: _____ Address: _____
City, State, Zip: _____ Phone #: _____
Fax #: _____ Email: _____

****APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING****

PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Marquette staff prior to submitting an application for a text amendment. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually results in a project being postponed.

PHASING OF APPLICATION

Public hearings before the Planning Commission are held on the first meeting of the month only. Applications and support materials must be submitted twenty (20) business days prior to the public hearing date.

The Marquette City Commission is also required to hold a public hearing and take final action on a text amendment request. This usually takes two City Commission meetings, one to schedule the public hearing and one to hold the public hearing.

**CITY OF MARQUETTE
TEXT AMENDMENT APPLICATION
ZONING ORDINANCE INFORMATION**

80.06 Amendment Procedure. The City Commission, the Planning Commission or the property owner may at any time originate a petition to amend or change district boundaries, or regulations contained herein, pursuant to the authority and procedure established by Act 110 of Public Acts of 2006 as Amended.

1. Procedure:
 - A. Each petition by one or more persons for an amendment shall be submitted to the Zoning Administrator. Documents to support the application may be filed with the Zoning Administrator. A fee, as established by the City Commission shall accompany each petition, except those originated by the Planning Commission or City Commission.
 - B. The Planning Commission shall set a time and date for a public hearing.
 - (1) Notice of the Public Hearing shall be given as in Section 80.64.5. B, except that if 11 or more adjacent properties are proposed for rezoning notice need not be given to individual property owners or occupants and individual property addresses need not be listed Any person may appear or be represented by duly authorized agent or attorney.
 - (2) The Planning Commission may refuse to schedule a hearing on a petition for rezoning which includes any portion of a site considered for rezoning in the previous six months.
 - C. Following the public hearing, the Planning Commission shall either make a recommendation to the City Commission or deny the petition.
 - D. The City Commission upon recommendation shall either schedule a public hearing or deny the petition. This hearing shall be advertised in a general circulation newspaper.
 - E. Amendments shall take effect ten days after adoption by the City Commission.

80.64.5. Public Hearings. *(Excerpt)*

- B. Notice shall be given at least 15 days in advance of the public hearings. Notice shall be sent by mail or personal delivery to the owners of property for which approval is being considered. Notice shall also be sent to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located within the zoning jurisdiction. If the request for an interpretation or appeal of an administrative decision involves a specific parcel, written notice stating the nature of the interpretation request and the time date and place of the public hearing on the interpretation request shall be sent by first class mail or personal delivery to all persons to whom real property is assessed within 300 feet of the boundary of the property in question and to the occupants of all structures within 300 feet of the boundary of the property in question. If a tenant's name is not known, the term "occupant" may be used. Notice shall be posted in a newspaper of general circulation at least 15 days prior to the public hearing.