



CITY OF ST. CLAIR REZONING APPLICATION

CITY STAFF USE

Parcel ID#: _____ File#: _____ Date: _____ Hearing Date: _____

FEE \$400* Receipt #: _____ Check #: _____ Received by and date: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE REZONING 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 (810) 329-7121 or e-mail dboulrier@cityofstclair.com. Please refer to www.cityofstclair.com to find the following information:

- ☐ Planning Commission page for filing deadline and meeting schedule
- ☐ Section 3.6 Zoning Ordinance Amendment Procedures

APPLICANT CONTACT INFORMATION

PROPERTY OWNER

Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

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

APPLICANT/OWNERS REPRESENTATIVES

Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

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

PROPERTY INFORMATION

Location (Street Address): _____ Property Identification Number: _____

Size of Property (frontage/depth/sq. ft or acres): _____

Current Zoning District: _____ Proposed Zoning District: _____

Surrounding Zoning Districts: North _____ East _____ South _____ West _____

Legal Description: _____

* Rezoning Applications may require an escrow deposit to cover review fees, including but not limited to, fees paid to the City Attorney, City Planner, and/or City Engineer in the review of an application. The minimum escrow amount is \$1,500.00. For more information on the City's escrow fee policy, please see Resolution #20-12.

PRE-APPLICATION CONFERENCE

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

PHASING OF APPLICATION

The Planning Commission regularly meets and holds public hearings the second Wednesday of the month. Applications and support materials must be submitted twenty (20) business days prior to the public hearing date.

The St. Clair City Council is also required take final action on a rezoning request, which is done via an ordinance amendment. This takes two City Council meetings, one to introduce the ordinance and one to adopt it. The City Council regularly meets the first and third Monday of the month.

SIGNATURE

I hereby certify the following:

1. I am the legal owner of the property for which this application is being submitted, or I have submitted a written statement by the property owner that allows me to apply on their behalf.
2. I desire to apply for a rezoning of the property indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
3. The requested rezoning would not violate any deed restrictions attached to the property involved in the request.
4. I have read Section 3.6 of the Zoning Ordinance and understand the necessary requirements that must be completed.
5. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the rezoning request.
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date for a public hearing before the Planning Commission that may not necessarily be the next scheduled meeting due to notification requirements and Planning Commission Bylaws.
7. I acknowledge that this form is not in itself a rezoning but only an application for a rezoning and is valid only with procurement of applicable approvals.
8. I authorize City Staff and the Planning Commission members to inspect the site.

Property Owner Signature: _____ Date: _____