

## **GUIDELINES FOR APPLICATION FOR REZONING**

### **INSTRUCTIONS**

A petition to rezone property in the City of Wixom must be submitted on the attached form in accordance with the following instructions. The petition is first considered at a Planning Commission Preliminary Hearing, held on the first Monday of each month. It is subsequently set for Planning Commission Public Hearing to be held the following month. The petition is then forwarded to the City Council along with the Planning Commission recommendation(s) and is placed on the agenda of a City Council meeting for introduction and enactment. The action of the Council is final.

1. Complete attached application.
2. Attach 11 (eleven) copies of the general site location (see zoning map).  
Attach 11 (eleven) copies of the proposed site plan (if applicable) to the application.  
Attach 1 (one) copy of the legal description.  
Attach 1 (one) copy of sign location site plan.
3. Submit application to the Construction & Development Services Department, with location/site plans attached. An application submitted by the first day of any month, will be considered at the Planning Commission's Preliminary Hearing of the subsequent month.
4. Pay filing fee of **\$750.00 + \$ 40.00** per acre or fraction thereof as well as an escrow fee of **\$500.00** to the City of Wixom, obtaining a stamped receipt for same.
5. Retain a copy of the application showing the item number, filing date.

### **INFORMATION**

Petitioner(s) must appear at all scheduled Preliminary/Public Hearings. A copy of the Agenda will be furnished to the petitioner(s).

Questions concerning the application may be directed to the Construction & Development Services Department at (248) 624-0880, Monday through Thursday, 7:15 a.m. to 5:30 p.m.

The following steps illustrate the rezoning procedure. It is suggested that the petitioner confer with the City of Wixom Construction & Development Services Department for advice before you begin the rezoning process. This can be set up as a Pre-Application meeting, which includes all departments involved in the review.

### **STEP 1**

1. An application to the Construction & Development Services Department.
2. General site location map, a map (site plan) of the property to be rezoned.
3. A legal description, an approved copy of the sign location site plan (see Guidelines for Rezoning Signs) and;
4. The application fee. The legal description can be obtained at the Construction & Development Services Department. To facilitate the rezoning request the application must be submitted by the first day of any month. The petitioner will be notified by mail of all hearing dates.

**TIME FRAME** The time frame from Step 1 to 2 is a maximum of 4/6 weeks if the application is submitted on the first day of the month.

## **STEP 2**

The application is considered by the Planning Commission at a Preliminary Hearing. This hearing is generally held on the first Monday of the month. At this hearing, the applicant will have an opportunity to present the rezoning request. At the Preliminary Hearing, the Planning Commission schedules the rezoning request for a Public Hearing. The Public Hearing is generally held on the first Monday of the following month. Notice of the Public Hearing will be sent by mail to all property owners within 300 feet of the property under consideration for rezoning, and will be published in a newspaper of general circulation within the City. In addition, the petitioner will be required to install a sign indicating **ZONING CHANGE PROPOSED** on the subject property **AT LEAST 15 DAYS PRIOR** to the Public Hearing.

**TIME FRAME** The time frame from Step 2 to 3 is generally a maximum of 4/6 weeks.

## **STEP 3**

The Planning Commission considers the petitioner's proposal, public representations and a review from the City's Development Team. After reviewing all available information, the Planning Commission submits a recommendation to the City Council to approve or deny the rezoning petition. The petition is then scheduled for the next City Council meeting for action. The City Council meetings are generally held on the second and fourth Tuesdays of the month.

**NOTE: IF DENIED, THE PETITIONER IS REQUIRED TO NOTIFY THE CONSTRUCTION & DEVELOPMENT SERVICES DEPARTMENT, IN WRITING, WHETHER THEY INTEND TO APPEAL THEIR REZONING REQUEST TO THE CITY COUNCIL.**

**TIME FRAME** The time frame from Step 3 to Step 4 is generally a maximum of 4/6 weeks.

## **STEP 4**

The City Council considers the petitioner's proposal, public representations, and Planning Commission recommendations together with City's Development Team review. The City Council will approve, modify, or deny the petition. If approved or modified, the rezoning petition is formally introduced and referred to the following City Council meeting for enactment. If denied, no further action is taken.

**TIME FRAME** The time from Step 4 to Step 5, is generally a maximum of 2/4 weeks.

## **STEP 5: ENACTMENT**

At the regular City Council meeting, the rezoning petition may be adopted. The rezoning legally takes effect 30 days after its adoption. (Note: Adoption may not take place if the City Council receives information that warrants further study).

## **ADDITIONAL INFORMATION REQUIRED**

1. PROOF OF PROPERTY OWNERSHIP IS REQUIRED.
  - ✓ MAY BE: TITLE INSURANCE, COPY OF PURCHASE AGREEMENT CONTINGENT UPON REZONING APPROVAL, YOU MAY BLACK OUT MONEY AMOUNTS, OR A NOTARIZED LETTER FROM OWNER AGREEING TO THE REZONING WITH YOU AS PETITIONER.
2. ADDITIONAL INFORMATION REQUIRED FOR ALL **PLANNING COMMISSION APPLICATION/PETITIONS**
  - ✓ FOR PUBLIC RECORD WE MUST OBTAIN THE PROPER NAME, SPELLING AND CONTACT ADDRESS OF THE PRINCIPAL OWNERS INVOLVED IN ANY CORPORATION, PARTNERSHIP, ETC.
3. PLEASE ATTACH THIS INFORMATION TO THE APPLICATION



## **GUIDELINES FOR REZONING SIGNS**

It shall be the petitioner(s) responsibility to meet the following rezoning sign requirements when applying to rezone property in the City of Wixom. Failure to conform to these requirements may result in delays in the rezoning process. For further information, contact the Construction & Development Services Department Staff at (248) 624-0880.

### **SIGN SPECIFICATIONS**

The rezoning sign must meet the following specifications:

- ✓ Black letters on white background
- ✓ Size of sign - 4 ft. (vertical) by 8 ft. (horizontal)
- ✓ Letters and numbers shall be a minimum of 8"
- ✓ installed a minimum of 24 inches above the ground
- ✓ The sign shall not exceed 6 ft. in total height
- ✓ Sign face shall be an exterior plywood, aluminum, or similar material
- ✓ The sign support system must be structurally sound and able to withstand lateral wind of 14 pounds per sq. ft.
- ✓ Wording shall be as follows:

### **EXAMPLE:**

ZONING CHANGE PROPOSED  
 From: (Current Zoning) To: (Proposed Zoning)  
 Public Hearing Held at: Wixom City Hall, 49045 Pontiac Trail,  
 Wixom, MI 48393 on June XX, 20XX at 7:00pm  
 For more information call:  
 City of Wixom - Construction & Development Services  
 (248) 624-0880

ZONING CHANGE PROPOSED  
 From: R-3 To: M-1  
 Public Hearing Held at: Wixom City Hall, 49045 Pontiac Trail,  
 Wixom, MI 48393 on June XX, 20XX at 7:00pm  
 For more information call:  
 City of Wixom – Construction & Development Services  
 248.624.0880

### **SIGN LOCATION**

Rezoning signs shall be placed on the property proposed for rezoning and in full public view along street or road frontages. The proposed sign must be located along the property line of the right-of-way at the midpoint of the property width.

A corner lot, or a parcel situated on more than one road, will require a sign for each road frontage, meeting the above location requirements. In no instance shall a sign be located within 25 ft. of the intersection. The sign location must be approved by the Construction & Development Services Department prior to submitting the rezoning application. In unique cases due to the configuration of the property, or natural features the Construction & Development Services Department may approve an alternate sign location.

### **INSTALLATION OF SIGNS**

Rezoning signs shall be installed by the petitioner, a minimum of 15 days prior to the Planning Commission Public Hearing. The rezoning petition will not be heard at the scheduled Public Hearing if it is not installed prior to that time. The City will inspect the sign(s) for appropriate wording, location, visibility and timing.

### **REMOVAL OF SIGNS**

Rezoning signs must be removed within:

- ✓ 7 days of enactment by City Council
- ✓ 7 days of withdrawing of rezoning petition
- ✓ 7 days of denial of rezoning request by City Council
- ✓ Failure to remove the sign(s) within this period may require the removal of the sign by the City and/or prosecution at the owner's expense.

### **PERMITS**

The rezoning application will serve as the necessary sign permit required by the City of Wixom. No additional permits will be required for this sign installation.

**APPLICATION FOR REZONING**  
**Construction & Development Services**  
**49045 Pontiac Trail – Wixom, MI 48393**  
[planningadmin@wixomgov.org](mailto:planningadmin@wixomgov.org)  
**Phone: (248) 624-0880 Fax: (248) 624-0867**



TO THE CITY PLANNING COMMISSION AND CITY COUNCIL OF THE CITY OF WIXOM, OAKLAND COUNTY, MICHIGAN

I (We) the undersigned do hereby make application to and petition the Planning Commission and the City Council to amend the CITY ZONING ORDINANCE and change the Zoning Map of the City of Wixom as hereinafter requested, and in support of this application the following facts are shown:

**FILL OUT ITEM A OR B (WHICHEVER APPLIES)**

**A.** The property to be rezoned is part of a recorded plat and located in section \_\_\_\_\_ quarter section \_\_\_\_\_, having an address of \_\_\_\_\_ between \_\_\_\_\_ street and \_\_\_\_\_ street, on the \_\_\_\_\_ side of the street, and is known as lot(s) number \_\_\_\_\_ of \_\_\_\_\_ subdivision. Sidwell number \_\_\_\_\_ (attach legal description of the property to be rezoned.)

**B.** The property to be rezoned is in acreage, and if not, therefore, of a recorded plat, and is located in Section \_\_\_\_\_, quarter section \_\_\_\_\_, having an address of \_\_\_\_\_ between \_\_\_\_\_ road and \_\_\_\_\_ road. Total acreage \_\_\_\_\_. Sidwell number \_\_\_\_\_ (attach legal description of the property to be rezoned).

**The Property is Owned by**

Name _____	Name _____
Street address _____	Street Address _____
City/State _____ Zip _____	City/State _____ Zip _____
Phone _____	Phone _____
Owner Signature _____	Owner Signature _____

**Applicant**

Name \_\_\_\_\_ Company \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Office \_\_\_\_\_

Email \_\_\_\_\_ Owner Signature \_\_\_\_\_

1. It is requested that the foregoing property be rezoned from \_\_\_\_\_ classification to \_\_\_\_\_ classification.  
 2. It is proposed that the property will be put to the following use \_\_\_\_\_

\_\_\_\_\_

Please attach (1) sign location site plan to be approved by the Construction & Development Services Department and (1) legal description of the property concerned.

REZ \_\_\_\_\_ Date \_\_\_\_\_ Checked by \_\_\_\_\_