Checklist for Rezoning Application

Applications must be submitted by noon on Wednesday, four (4) weeks prior to a scheduled meeting. Meetings are held on the first and third Wednesday of each month, unless otherwise specified.

The applicant or a designated representative must be present at the Planning Commission meetings. Refer to Ordinance No. 78, Sections 30.04(C) and 30.04(D)(4) for the criteria the Planning Commission will use to reach their decision to amend the zoning map.

The following must accompany your completed application; incomplete submittals will not be accepted.

- Complete application including original ink signatures of property owner and the applicant.
- The Rezoning fees calculated using Ordinance No. 41.
- Proof of ownership. Acceptable forms of documentation include: Warranty Deed, Quit Claim Deed, Land Contract or Option to Purchase with a Copy of the Warranty Deed.
- Four (4) sets of a 24” x 36” plot plan containing all elements within Zoning Ordinance No. 78, Section 30.04(B). One (1) of the four (4) sets needs to be hand delivered or mailed to Giffels Webster, Attn: Matt Wojciechowski, 28 W. Adams Street, Suite 1200, Detroit, MI 48226.
- Four (4) sets of all supporting documents, reports, studies, etc.
- PDF format copy of all information submitted (may be emailed or provided on a USB/flash drive).

The Township reserves the right to request additional copies of printed materials as necessary.

If you have any questions, please call the Planning and Zoning Director at (248) 391-0304, ext. 5000
Charter Township of Orion Planning Commission
Rezoning Application

30.04, Amendments to the Zoning Ordinance: Map amendments may be initiated by any governmental body or any persons having a freehold interest in the subject property, or a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, or an exclusive possessory interest entitled to exclusive possession or which is specifically enforceable.

<table>
<thead>
<tr>
<th>Project Name:</th>
</tr>
</thead>
</table>

**Applicant**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Cell:</td>
<td>Fax:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Property Owner(s)**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Cell:</td>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If the name on the deed does not match the name of the property owner on this application, documentation showing the individual is the same as the company name must be provided.

**Plan Preparer Firm/Person**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Cell:</td>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Contact Person**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Cell:</td>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sidewell Number(s): ____________________________________________________________

Location or Address of Property: ________________________________________________

Side of Street: ___________________ Nearest Intersection: _________________________

Acreage: ________________________ Current Use of Property: _____________________

Frontage (in feet): ___________________ Depth (in feet): __________________________

Subject Property Zoning: _______________ Adjacent Zoning: N. S. E. W.

Is the complete legal description printed on the site plan?  □ Yes  □ No (if no please attach to the application)

Requested Zoning Classification: _____________________________________________

Existing Use of Property: __________________________ Proposed Use of Property: ______

Explain why the rezoning is necessary for the preservation and enjoyment of the rights of usage commonly associated with property ownership:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Explain why the existing zoning classification is no longer appropriate:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Explain why the proposed rezoning will not be detrimental to surrounding properties:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
Pursuant to Zoning Ordinance 78, Section 30.04(H), a sign indicating the requested rezone shall be installed on the parcel(s) no less than 15 days prior to the scheduled public Hearing. Please check one:

☐ I will install the sign(s) as required (see below for specifications).
☐ I would like to lease signage from the Township (including installation) (please complete attached Sign Request Form).

I/we, the undersigned, do hereby submit this application for Rezoning, pursuant to the provisions of the Charter Township of Orion Zoning Ordinance No. 78, Section 30.04 and applicable ordinance requirements. In support of this request the above facts are provided. I hereby certify that the information provided is accurate and the application that has been provided is complete.

Signature of Applicant:
(must be original ink signature) ___________________________ Date: ___________________________

Print Name: __________________________________________

I, the property owner, hereby give permission to the applicant listed above to act as my agent in submitting applications, correspondence and to represent me at all meetings. I also grant permission to the Planning Commission members to visit the property, without prior notification, as is deemed necessary.

Signature of Owner*:
(must be original ink signature) ___________________________ Date: ___________________________

Print Name: __________________________________________

*If the deed of ownership does not show an individual, ie a corporation, partnership, etc., documentation must be provided showing the individual signing this application has signing rights for the entity.

As per Ordinance 78, Section 30.04(H), a sign shall be installed 15 days prior to the required public hearing. Please see the Ordinance for additional specifications.

The sign shall have the following wording:

ZONING CHANGE PROPOSED
For more information call:
Charter Township of Orion
Planning and Zoning Department
248-391-0304 ext. 5002

- (min 8” high letters)
- (min 3” high letters)
- (min 4” high letters)
- (min 4” high letters)
- (min 4” high letters)

*Please note, the Township does offer the ability to rent the required signage (see attached form). Please contact the Planning and Zoning Department with any questions.
### SIGN REQUEST FORM

#### OWNER/ APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number: ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

#### PROPOSED ZONING ADDRESS

<table>
<thead>
<tr>
<th>Address where the Work will Occur:</th>
<th>Parcel Id Number:</th>
</tr>
</thead>
</table>

#### Number of Signs Requested (check box):

- [ ] 1 ($350.00)
- [ ] 2 ($450.00)
- [ ] 3 ($550.00)
- [ ] 4 ($650.00)

*Please make check payable to “Orion Township” and reference “B&G Sign Request” in memo area*

Additional Comments:

---

**PLANNING & ZONING USE ONLY**

Date for installation: ____________________________

Removal Date: ____________________________

Check box:  
- [ ] Completed application
- [ ] Payment received (Total Payment: ____________)
- [ ] Buildings & Grounds notified of installation date
- [ ] Buildings & Grounds notified of removal date
- [ ] Copy of Request Form Sent to Buildings & Grounds

---

**BUILDINGS & GROUNDS USE ONLY**

Check Box:  
- [ ] Installation completed
- [ ] Removal completed

Work completed by: ____________________________

Date: ____________________________

---

*SIGNS ARE OWNED BY THE CHARTER TOWNSHIP OF ORION AND LEASED DURING THE PROPOSED REZONING TIME PERIOD*
Charter Township of Orion
Planning & Zoning Department
2323 Joslyn Rd., Lake Orion MI 48360
P: (248) 391-0304 ext. 5002

Project Name

PC# Parcel#(s)

Please select an option below:

☐ Permission to Post on Web Site
   By signing below as applicant and on behalf of my consultants, we agree to allow the plans for the above-named project, in which approval is being sought by the Planning Commission and/or Township Board, to be posted on the Township website.

__________________________________________  _______________________
Signature of Applicant                        Date

__________________________
Printed Name of Applicant

☐ Do not want Posted on Web Site
SURVEY FOR BUILDER/DEVELOPERS

Did you know Orion Township is located within the Clinton River Watershed?

A watershed is another name for a river basin. It is an area of land that drains into a common body of water. Did you know that rain water and melting snow makes its way into our lakes and the Clinton River after it leaves the parking lot or storm drain? Orion Township, along with our neighboring communities, is in the process of developing a watershed management plan to comply with Federal stormwater permit regulations to improve the quality of stormwater generated from new development and redevelopment. Your opinion on the following questions would be appreciated. Please answer these short questions and return to the Building Department.

1. Please rate the following governmental goals and objectives.

<table>
<thead>
<tr>
<th></th>
<th>Very Important</th>
<th>Important</th>
<th>Not Important</th>
<th>Don’t know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improving Recreational Quality &amp; Opportunities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preserving Fish &amp; Wildlife Habitat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reducing erosion and flooding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protecting wetlands and woodlands</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. How significant do you believe the problems caused by soil erosion, chemicals such as fertilizer, oil and pesticides are in the watershed?

<table>
<thead>
<tr>
<th></th>
<th>Very Significant</th>
<th>Somewhat Significant</th>
<th>Insignificant</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Are you aware of the functional benefits of preserving natural features in stormwater management, such as increasing infiltration capacity and slowing runoff and decreasing infrastructure expenses?

YES   NO

4. Have you experienced a correlation between preservation of natural areas and quality of the development or sales volume?

YES   NO

5. Have you implemented State recommended Best Management Practices (BMPs), such as bio-retention, vegetated swales, or porous pavement in past developments?

YES   NO

Over Please
SURVEY FOR BUILDER/DEVELOPERS

6. Would you be interested in participating in future surveys or volunteer committees?
   YES    NO

Contact Information

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>