

Metamora Township Guide to Rezoning Procedure

A) Application Form

Application forms for rezoning are available from the Township Clerk. Ten (10) copies of the completed application form must be submitted to the Township Clerk at least fourteen (14) days prior to a regularly scheduled meeting of the Planning Commission. Ten (10) copies of the sketch plan should accompany the application along with the fee established by the Township Board.

B) Required Public Hearing

A public hearing, as required by State Law, will be scheduled by the Planning Commission if all required information has been supplied by the applicant. Copies of the full application will be submitted for review and recommendation to the following, as needed:

- 1) Township Planner
- 2) Township Engineer
- 3) Fire Department
- 4) School District

C) Planning Commission Public Hearing – Procedure and Recommendations

A notice of public hearing will be sent to all affected residents and property owners within 300 feet and published once in the newspaper, as required by law. The applicant or his representative must appear at the public hearing and make a brief presentation explaining his request. After public comment has been heard on the request, the public hearing will be closed by the Planning Commission.

The Planning Commission will make a recommendation for approval or denial to the Township Board at a subsequent regular meeting. A copy of the Commission's recommendation will also be forwarded to the Lapeer County Planning Commission. The County has a statutory period of 30 days to review the matter and also forward its recommendation to the Township Board

D) Township Board Action

Once the Township Board has received the recommendations of the Township Planning Commission and the County Planning Commission, they will take final action to approve or deny the request at a regular meeting. Because rezoning is a legislative action, only the Township Board has the final authority to approve or deny requests for rezoning.