



City of Highland Park
Community Economic Development 12050
Woodward Avenue Highland Park, MI 48203

Rezoning Application

Property Information

Street Address	
Parcel Identification Number	Platted Lot (if applicable) Subdivision: Lot No.
Land Area (acres)	Property Dimensions Width at Road Frontage: Depth:
Current Use(s)	Current Zoning
Proposed Zoning	
If rezoned, the property will be used for	

Applicant Information

Name		
Address		
City	State	Zip
Phone	Email	
Applicant's Legal Interest in Property		

Property Owner Information Check here if same as above

Name		
Address		
City	State	Zip
Phone	Email	

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.		
I (we) authorize the employees and representatives of the City of Highland Park to enter and conduct an investigation of the above referenced property.		
Applicant's Signature	Applicant's Printed Name	Date
Property Owner's Signature	Property Owner's Printed Name	Date

OFFICE USE ONLY

Date Filed	File #	Escrow #
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Rezoning Application Instructions

1. **Completed Applications.** Completed applications include the following.
 - a. Location map showing the subject property and abutting parcels. A generalized development plan may be submitted at the option of the petitioner. Detailed plans are not required for rezoning.
 - b. Letter of intent outlining plans for development of the property
 - c. Statement indicating why the change is necessary for the preservation of substantial property rights, and why the change will not be detrimental to the public welfare or the property of others in the vicinity
 - d. The names of all owners, if a corporation or partnership, provide names and address of officers/principals. If the applicant is not the owner of the land in Fee Simple Title, a document (land contract, purchase agreement, option to purchase, etc.) must be provided that indicates the applicant's interest in the property
 - e. Notarized letter from property owner indicating no objection to rezoning
 - f. Environmental Impact Statement (EIS) (If Applicable)
 - g. Any deed restrictions for the subject parcel of land or certification from a title company or an attorney that there are no recorded restrictions in existence
 - h. Any other information which the applicant feels will aid the City in its review

2. **Application Process.** You must submit all required documents to Planning, Zoning and Engineering for review.

3. **Review Process.** City staff and consultants will review the plans to ensure compliance with City ordinances. If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on a Planning Commission agenda until all necessary information is submitted and reviewed.
 The applicant will be notified of the date and time that the public hearing will be held by the Planning Commission. A representative for the project must be present at the public hearing. At the public hearing, the Planning Commission will make a recommendation on the rezoning request, and it will then be forwarded to the City Council for a final decision. Upon receipt of the recommendation, the City Council will schedule the matter to the next available agenda.
 The rezoning petition is noticed for public hearing in accordance with Act 110 of the Public Acts of 2006, as amended. Notification is provided to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request, and to the occupants of structures within 300 feet of the subject property. The notice is also published in the local paper not less than 15 days prior to the public hearing.

4. **Fees.** Established fees as follows must be provided before the application can be processed. Checks should be made payable to the City of Highland Park.

Rezoning	\$1,000.00 + \$20.00 per acre or fraction thereof which covers expenses incurred by the City in processing the application.
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5. **Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.