

**CITY OF MARQUETTE  
REZONING APPLICATION**

**CITY STAFF USE**

Parcel ID#: \_\_\_\_\_ File #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Hearing Date: \_\_\_\_\_ Last Date to Send Notices: \_\_\_\_\_  
**Fee \$309** Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_ Received By: \_\_\_\_\_

**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 228-0425 or e-mail [alanders@mqcty.org](mailto:alanders@mqcty.org). Please refer to [www.mqcty.org](http://www.mqcty.org) to find the following information:

- Planning Commission page for filing deadline and meeting schedule
- Principal and Conditional Uses for each Zoning District (Sections 80.20 through 80.34)
- Schedule of General Regulations (Section 80.40)
- District Boundary Regulations (Section 80.41)
- Off Street Parking Requirements (Section 80.42)

Please review the attached zoning ordinance information.

**APPLICANT CONTACT INFORMATION**

PROPERTY OWNER	APPLICANT (Optional – unless different than owner)
Name: _____	Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone #: _____	Phone #: _____
Fax #: _____	Fax #: _____
Email: _____	Email: _____

**PROPERTY INFORMATION**

Location (Street Address): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Size of Property (sq. ft./acres): \_\_\_\_\_ Current Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Surrounding Zoning Districts: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

## Pre-Application Conference

It is strongly encouraged that all applicants and their representatives meet with City of Marquette staff prior to submitting an application for a rezoning. A pre-application meeting with staff allows for a preliminary review of the application procedures, 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

Public hearings before the Planning Commission are held on the first meeting of the month only. Applications and support materials must be submitted twenty (20) business days prior to the public hearing date.

The Marquette City Commission is also required to hold a public hearing and take final action on a rezoning request. This usually takes two City Commission meetings, one to schedule the public hearing and one to hold the public hearing.

A decision to rezone a piece of property is effective ten (ten) days after publication by the City Clerk's Office.

## 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 for me to apply on their behalf; and
2. I desire to apply for the rezoning of the property indicated in this application with the attachments and that the information contained herein is true and accurate to the best of my knowledge; and
3. The requested rezoning would not violate any deed restrictions or easements attached to the property involved in the request; and
4. I have read the attached excerpt from the Zoning Ordinance and understand the necessary requirements that must be completed; and
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; and
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; and
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.

Signature (Property Owner): \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF MARQUETTE  
REZONING APPLICATION  
ZONING ORDINANCE INFORMATION**

80.06 Amendment Procedure. The City Commission, the Planning Commission or the property owner may at any time originate a petition to amend or change district boundaries, or regulations contained herein, pursuant to the authority and procedure established by Act 110 of Public Acts of 2006 as Amended.

1. Procedure:

- A. Each petition by one or more persons for an amendment shall be submitted to the Zoning Administrator. Documents to support the application may be filed with the Zoning Administrator. A fee, as established by the City Commission shall accompany each petition, except those originated by the Planning Commission or City Commission.
- B. The Planning Commission shall set a time and date for a public hearing.
  - (1) Notice of the Public Hearing shall be given as in Section 80.64.5. B, except that if 11 or more adjacent properties are proposed for rezoning notice need not be given to individual property owners or occupants and individual property addresses need not be listed Any person may appear or be represented by duly authorized agent or attorney.
  - (2) The Planning Commission may refuse to schedule a hearing on a petition for rezoning which includes any portion of a site considered for rezoning in the previous six months.
- C. Following the public hearing, the Planning Commission shall either make a recommendation to the City Commission or deny the petition.
- D. The City Commission upon recommendation shall either schedule a public hearing or deny the petition. This hearing shall be advertised in a general circulation newspaper.
- E. Amendments shall take effect ten days after adoption by the City Commission.

80.64 (Excerpt)

- B. Notice shall be given at least 15 days in advance of the public hearings. Notice shall be sent by mail or personal delivery to the owners of property for which approval is being considered. Notice shall also be sent to all persons to whom real property is assessed within 300 feet of the property and to the occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located within the zoning jurisdiction. If the request for an interpretation or appeal of an administrative decision involves a specific parcel, written notice stating the nature of the interpretation request and the time date and place of the public hearing on the interpretation request shall be sent by first class mail or personal delivery to all persons to whom real property is assessed within 300 feet of the boundary of the property in question and to the occupants of all structures within 300 feet of the boundary of the property in question. If a tenant's name is not known, the term "occupant" may be used. Notice shall be posted in a newspaper of general circulation at least 15 days prior to the public hearing.