



City of Big Rapids  
Community Development Department  
Phone: (231) 592-4036  
Website: [www.cityofbr.org](http://www.cityofbr.org)

Application to Planning Commission  
Zoning Map Amendment

The City of Big Rapids Planning Commission meets in a regular session on the third Wednesday of each month at 6:30 p.m. at City Hall, 226 N. Michigan Avenue, Big Rapids MI.

**Materials related to requests for Commission action, including any required fees, must be filed with the Community Development Department.**

Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Community Development Department, will not be placed on the agenda of the respective Commission meeting, nor will they be considered at the respective Commission meeting.

Applicant attendance is not required at the public hearing, but it is highly recommended. Please be prepared to speak on your behalf. Please note: The Planning Commission makes a decision based on your application and information you have supplied based on criteria in the Big Rapids Zoning Ordinance and City Master Plan.

Filing Deadlines are established at **21 calendar days** prior to the Commission meetings:

Please include the following with completed application form:

1. Legal description of the property to be rezoned
2. \$225.00 Application Fee
3. Proposed use of property
4. A site map

Process:

Rezoning (also known as Map Amendments) are considered legislative changes and therefore must be heard by both the Planning Commission and City Commission. Rezoning is first considered by the Planning Commission for preliminary review. The Planning Commission will hold a public hearing, discuss the request and make a recommendation to the City Commission. The Planning Commission may also table the request to collect additional information or consider other options. The Planning Commission may recommend approval, denial, or approval with changes to the City Commission. The City Commission will then have a public hearing on the request. After such hearing the City Commission can decide whether to uphold the Planning Commission's recommendation or not.



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

*Applicant Information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Property Information:*

Property Address: \_\_\_\_\_

Property Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_

Explanation of Request:

*Criteria for Review:*

Below is information the Planning Commission and City Commission use to determine if the request is consistent with various City documents. Please answer the questions to provide the board more insight on the request.

(1) The use requested shall be consistent with and promote the intent and purpose of this Ordinance.

(2) The proposed use will ensure that the land use or activity authorized shall be compatible with adjacent land uses, the natural environment, and the capabilities of public services affected by the proposed zoning change.



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(3) The text change sought is consistent with the public health, safety, and welfare of the City of Big Rapids.

(4) The proposed text change is consistent with the City Master Plan or a determination that the plan is not applicable due to a mistake in the plan, changes in relevant conditions or changes in relevant plan policies.

(5) Any other information you feel is necessary for the Board to decide on the request. Please attach additional documents if needed.

\_\_\_\_\_  
Signature of applicant or property owner

\_\_\_\_\_  
(Date)

**BY APPLYING YOU GIVE CONSENT TO CITY STAFF PHOTOGRAPHING OR ACCESSING THE SITE/PROJECT IN QUESTION.**