



215 WEST MAIN STREET  
NORTHVILLE, MI 48167  
248-449-9902

**PETITION FOR ZONING ORDINANCE  
TEXT AMENDMENT**

**\$700 Application Fee** [due when application is filed]

**Application Submission Requirements and Procedures to Appear Before the Planning Commission**

- Complete the application with any backup documentation attached (i.e. sketch, drawings, plot plans etc.)
- Make 20 copies of the application and backup documentation and assemble them into 20 identical packets. Application must be on top and backup documents must be folded to the same size as the application. Submissions in folders, binders, etc. will not be accepted. **One PDF file (on cd or thumb drive) of sketches, plans, or document larger than 11"x17" must also be provided at time of submission.**
- Submit the documents to the Building Department no later than 4:00 p.m. the day of the deadline. The deadline to submit applications and documentation is **21** days prior to the meeting date. If this date falls on a Saturday or Sunday, plans need to be submitted on the Friday prior to the due date. Deadlines may also be moved due to holidays and newspaper publication schedules. Follow the submission schedule posted at the Building Department or on the City's website ([www.ci.northville.mi.us](http://www.ci.northville.mi.us) – go to Government, Boards and Commissions, Procedures to Appear).
- Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 7:00 p.m. in the City Council Chambers. If there is a change in date or location, it will be posted on the City's website and at City Hall.
- The applicant or a representative should be present at the meeting to answer any questions the commissioners may have. Presentation boards or other large items can be brought to the meeting to help the commissioners in the decision making process.

**1. APPLICANT INFORMATION**

Name of Applicant \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**2. TEXT AMENDMENT REQUEST**

Subject \_\_\_\_\_

Section(s) of Zoning Ordinance proposed for amendment

\_\_\_\_\_

\_\_\_\_\_

**3. REQUIRED APPLICATION ATTACHMENTS**

**Proposed Language**

Specific language that the applicant is proposing to be added, amended, or deleted from the City of Northville Zoning Ordinance. The proposed amendment shall be attached to the application.

**Description/Reasons for Proposed Text Amendment**

The reasons for the proposed Text Amendment shall be explained and attached to the application.

[The factors to be considered by the Planning Commission when considering the Text Amendment request are found in Section 29.01 of the Zoning Ordinance. The Zoning Ordinance is available on the City’s website [www.ci.northville.mi.us](http://www.ci.northville.mi.us).]

**4. APPLICATION CHECK LIST**

Application completed in its entirety and signed. Unsigned applications will not be accepted.

Proposed Language

Descriptions/Reasons for Proposed Text Amendment

All of the above assembled into 20 identical packets  
(App on top and supporting documents attached)

Fee – must be paid when application is filed.

**5. REQUEST AND AFFIDAVIT**

**The applicant must read the following statement carefully and sign below:**

The undersigned requests that the City of Northville review this application and related required documents as provided in Article 29 of the City of Northville Zoning Ordinance. The applicant further affirms and acknowledges 1) that the answers and statements contained in the application and enclosures/attachments are in all respects true and correct to the best of his, her, or their knowledge; and 2) that the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance, and does not constitute the granting of a variance.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY USE ONLY**

**A. Action taken by the Planning Commission**

1. Application forwarded to Planning Commission \_\_\_\_\_
2. Date public hearing was published \_\_\_\_\_
3. Date public hearing was held \_\_\_\_\_
4. Recommendation of the Planning Commission \_\_\_\_\_

**B. Action taken by the City Council**

1. Date acted on by the City Council \_\_\_\_\_
2. Action of the City Council \_\_\_\_\_
3. Date Zoning Ordinance text amendment effective \_\_\_\_\_
4. Ordinance Number \_\_\_\_\_