

**DEPARTMENT OF BUILDING AND ZONING  
COUNTY OF CRAWFORD - ANNEX BUILDING**

200 W. Michigan Avenue  
Grayling, MI 49738

**PETITION TO AMEND THE CRAWFORD COUNTY ZONING ORDINANCE**

Lovells and the City of Grayling do their own zoning and you must contact them. Frederic does their own zoning and also their building permits and you must contact them.

1. I, the undersigned: \_\_\_\_\_  
Name, Street Address, City, State & Zip Code.

Hereby file this petition with the Crawford County Planning & Zoning Commission to amend the Zoning Ordinance and change the Zoning Map.

2. It is desired and requested that the following described property be re-zoned from \_\_\_\_\_ to \_\_\_\_\_.

3. The property requested to be re-zoned is described as: Township \_\_\_\_\_  
T \_\_\_\_\_ N, R \_\_\_\_\_ W Section \_\_\_\_\_ Property Tax Code #: \_\_\_\_\_

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

4. State why the change is necessary for the preservation and enjoyment of substantial property rights and why such change will not be detrimental to the public welfare nor the property of other persons in the vicinity thereof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The property, if re-zoned will be used for the following purposes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Attached hereto is a legible and reasonable accurate location sketch drawn on white paper and black ink. Scale of one inch equals 2,000 feet, or appropriate scale.

7. Attached is a site plan showing the approximate size and location of the buildings proposed to be constructed on the parcel requested to be re-zoned.

Signature of Applicant \_\_\_\_\_ Phone #, Address, City, State, Zip Code \_\_\_\_\_

Signature of Legal Owner(s) \_\_\_\_\_ Phone #, Address, City, State, Zip Code \_\_\_\_\_

Designated Agent for Applicant \_\_\_\_\_ Phone #, Address, City, State, Zip Code \_\_\_\_\_

# PROJECT SITE LOCATION DIRECTIONS

Amended: 6-29-98

Please submit this information to assist staff in locating your project site. This will avoid delays in processing your inspections because staff cannot locate your project site. This page is in addition to the site location map.

T \_\_\_ N, R \_\_\_ W Section \_\_\_ Attach Legal Desc \_\_\_\_\_ Property Code # \_\_\_\_\_

What is the name of the access road to the project: \_\_\_\_\_

Type of Road: Paved: \_\_\_\_\_ Private: \_\_\_\_\_ Public: \_\_\_\_\_ Gravel: \_\_\_\_\_

Name of road at closest intersection: \_\_\_\_\_

Distance to this road in miles and tenths: \_\_\_\_\_

Is there a house or other building visible from the road: \_\_\_\_\_ yes \_\_\_\_\_ no.

What color is this house: \_\_\_\_\_

Where is address visible: \_\_\_\_\_ house, \_\_\_\_\_ garage, \_\_\_\_\_ mailbox, \_\_\_\_\_ sign.

Type/style of house or other buildings: \_\_\_\_\_ ranch, \_\_\_\_\_ two story, \_\_\_\_\_ pole, \_\_\_\_\_ cape cod, \_\_\_\_\_ bi-level, \_\_\_\_\_ Cottage/cabin.

Are corner stakes marked: \_\_\_\_\_

House number and street address: \_\_\_\_\_

Color of adjacent property house and/or buildings and describe: \_\_\_\_\_

Describe the best and nearest visible landmark to the project site: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

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

Ph. #: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

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

Ph. #: \_\_\_\_\_

Add driving directions on the back of this sheet.

## Article XXVII

### Amending the Zoning Ordinance

#### Section 27.01 - Changes and Amendments

Only the County Board of Commissioners may amend this Ordinance. Proposals for amendments or changes may be initiated by the County Board of Commissioners on its own motion, by the Planning and Zoning Commission, or by petition of one (1) or more owners of property to be affected by the proposed amendment.

#### Section 27.02 - Procedures

The procedure for making amendments to this Ordinance shall be in accordance with Act 183 of the Public Act of 1943, as amended.

A petition, together with a completed and signed application and fees, shall be filed with the County Clerk. The Clerk shall review the application as to form and, when it is approved, transmit same to the County Planning and Zoning Commission for review and report. The Commission shall, at the same time establish a date for a public hearing on the petition by the Commission and shall give proper notice of the hearing as provided in Public Act 183 of 1943, as amended. The Commission shall also, for any proposed amendment to the Zoning Map, give notice thereof, and of the public hearing, to the owner of the property in question, to all persons to whom any real property within three hundred (300) feet of the premises in question is assessed, and to the occupants of all buildings within three hundred (300) feet of the boundaries of the property seeking rezoning. The notice shall be delivered personally or by mail to the respective owners and tenants at the address given in the last assessment roll. If the notice is delivered by mail, an affidavit of mailing shall be filed with the Commission prior to the hearing. The notice shall be made at least eight (8) days prior to the hearing. Requirements of written notice to property owners shall not apply to comprehensive revisions to the Zoning Ordinance. Public hearing requirements shall also apply to amendments initiated by the County Board of Commissioners or the Planning and Zoning Commission.

#### Section 27.03 - Notice of Hearing

The Zoning Board with the assistance of the County Clerk shall give Notice of Hearing in the following manner:

- A. By two (2) publications in a newspaper of general circulation in the County, the first to be printed not more than thirty (30) days nor less than twenty (20) days and the second no more than eight (8) days before the date of the hearing.
- B. By posting, if the amendment proposed consists of a rezoning the property involved, at least eight (8) days prior to the hearing, and notice to contain the time, date, place and purpose of the hearing.

- C. By mailing, certified mail, at least twenty (20) days in advance of the hearing a Notice of Hearing to each electric, gas, pipeline and telephone company that chooses to register its name and mailing address with the Commission for the purpose of receiving such notice.
- D. By mailing, certified mail, at least twenty (20) days in advance of the hearing, a notice of hearing to each railroad operating within the County, in the case of textual changes, or within three hundred (300) feet of the area proposed to be rezoned, if the amendment proposed is in the nature of rezoning.

#### **Section 27.04 - Information Required**

The petitioner shall submit a detailed description of the petition to the County Clerk. When the petition involves a change in the Zoning Map, the petitioner shall submit the following information:

- A. A legal description of the property.
- B. A scaled map of the property, correlated with the legal description, and clearly showing the property's location.
- C. The name and address of the petitioner.
- D. The petitioner's interest in the property, and if the petitioner is not the fee owner, the name, address and signature of the fee owner.
- E. Date of filing with the County Clerk.
- F. Signature(s) of petitioners and all property owner(s) certifying the accuracy of the required information.
- G. The desired change and reasons for such change.

#### **Section 27.05 - Steps in Making a change**

- A. Petitioner submits application and fee to the Zoning Administrator
- B. Zoning Administrator transmits application to Planning and Zoning Commission, sets hearing date, and publishes notices of hearing.
- C. Commission holds hearing, makes a recommendation, and transmits recommendations to the County Board of Commissioners.

- D. County Board of Commissioners either enacts or rejects proposed change as an Ordinance amendment,  
and publishes the text or map change in the newspaper of general circulation in the County.

### **Section 27.06 - Findings of Facts Required**

In reviewing any petition for a zoning amendment, the Commission shall identify and evaluate all factors relevant to the petition, and shall report its findings in full, along with its recommendations for disposition of the petition, to the County Board of Commissioners within sixty (60) days of the filing date of the petition. The facts to be considered by the Commission shall include, but not be limited to, the following:

- A. Whether the requested zoning change is justified by a change in conditions since the original ordinance was adopted or by an error in the original ordinance.
- B. The precedents, and the possible effects of such precedents, which might likely result from approval or denial of the petition.
- C. The compatibility of the County, Township or other government agencies which provide any services, facilities, and/or programs that might be required if the petition were approved.
- D. Effect of approval of the petition on adopted development, policies of the County and other government units.
- E. All findings of fact shall be made a part of the public records of the meetings of the Planning and Zoning Commission and County Board of Commissioners. An amendment shall not be approved, unless these and other identified facts be affirmatively resolved in terms of the general health, safety, welfare, comfort and convenience of the citizens of the County, or of other civil divisions where applicable.