

SUPERIOR CHARTER TOWNSHIP

Zoning Map Amendment (Rezoning) Application

Article 17 Amendments

Purpose. Use this application to request an amendment to the Official Zoning Map, including a conventional or conditional rezoning. A required pre-application meeting must occur before filing.

Ordinance reference. Article 17 of the Superior Charter Township Zoning Ordinance.

Current fee schedule. Fees below are from the Planning and Zoning Fee Schedule adopted May 2025. The fee schedule in effect on the filing date controls. Application fees are nonrefundable. Escrow funds pay actual consultant and administrative review costs; additional deposits may be required, and unused funds are returned after the project is complete.

Application Type

☐ Conventional zoning map amendment ☐ Conditional rezoning

Current zoning district:

Requested zoning district:

Fees

Application type	Application fee	Escrow deposit
Rezoning - one-lot single-family residential	\$500	\$2,500
Rezoning - two or more lots or non-single-family residential	\$1,100 + \$50 per acre	\$5,000

Required pre-application meeting. Fee for a one-hour meeting: \$325 without the Township Engineer or \$600 with the Township Engineer.

Payment. Pay the application fee and escrow deposit to the Township Treasurer when filing. No action will occur until all required amounts have been accepted.

Review Process

1. Meet with Township staff before filing to discuss the review process, information requirements, Master Plan policies, and approval standards.
2. File the petition and required materials with the Zoning Administrator. The application is distributed for technical review.
3. The Planning Commission holds a public hearing, evaluates the request, and sends findings, conclusions, and a recommendation to the Township Board.
4. The Township Board approves or denies the amendment, may refer it back to the Planning Commission, and may hold an additional public hearing. The Township Board takes final action.

Applicant and Owner Information

Applicant name:

Applicant address:

Applicant phone and email:

Applicant interest in property: *Owner or authorized representative*

Property owner name:

Owner address:

Owner phone and email:

Property Information

Property address(es):

Parcel identification number(s):

Legal description *Attach separately*

Gross area: *Acres*

Existing use(s):

Proposed use(s):

Adjacent zoning and uses *North, south, east, and west*

Reasons for the requested zoning district amendment

Findings Narrative

Attach additional pages if needed. Address the review factors in Section 17.06 with facts specific to the property and request.

1 Change in conditions since adoption or error in the ordinance or map

2 Potential precedent and the effect of that precedent

3 Capacity of the Township and other agencies to provide required services, facilities, and programs

4 Effect on property conditions or values in the Township and adjacent municipalities

5 Relationship to the Township Master Plan and applicable plans of other governmental units

6 How the request advances resource guardianship, public necessity, convenience, safety, and general welfare

Submission Checklist

- ☐ Documentation that the required pre-application meeting occurred.
- ☐ Legal description, all street addresses, and parcel identification numbers.
- ☐ Scaled map correlated with the legal description and clearly showing the property location.
- ☐ Vicinity map showing the property, adjacent land uses, and adjacent zoning districts.
- ☐ Scaled drawings depicting natural resources and features, including wetlands, streams and other water bodies, steep slopes, woodlands, and floodplains.
- ☐ Statement of the applicant's interest in the property and signed owner consent if the applicant is not the owner.
- ☐ Written reasons for the requested zoning classification and responses to the Section 17.06 findings.
- ☐ Application fee and escrow deposit accepted by the Township Treasurer.

Conditional Rezoning Additional Requirements

- ☐ Not applicable ☐ Conditional Rezoning Agreement attached
- ☐ Statement confirming that the owner voluntarily offers the agreement and conditions.
- ☐ Statement confirming that the property will not be used or developed inconsistently with the conditions.
- ☐ Complete list of conditions offered by the owner.
- ☐ Time frame for completing proposed improvements.
- ☐ Legal description of the land.
- ☐ Sketch plan sufficiently detailed to illustrate the proposed conditions.

Conditional rezoning limits. Conditions may not authorize a use or development prohibited in the requested district and must reasonably relate to the property. Separate conditional use, variance, or site plan approvals remain required when applicable.

Reapplication. After denial, the same amendment generally may not be refiled for 365 calendar days unless the Township Board or Planning Commission finds changed circumstances, new information, or a materially different application.

Applicant Certification and Authorization

I certify that the information in this application and all accompanying materials is complete and accurate to the best of my knowledge. I authorize Township officials, employees, and consultants to enter the subject property at reasonable times for review and inspection related to this application. I understand that approval does not authorize work that requires other Township, county, state, or federal permits.

Applicant printed name

Applicant signature and date

If the applicant is not the fee simple owner, the owner must sign below or provide separate written authorization.

Owner printed name

Owner signature and date

Township Use

Application number <i>Township use</i>	Date submitted <i>Township use</i>
Date deemed complete <i>Township use</i>	Meeting or hearing date <i>Township use</i>
Application fee received \$	Escrow received \$