

City of Farmington Hills, Planning Office
31555 W. Eleven Mile Road
Farmington Hills, MI 48336-1165
www.fhgov.com, (248) 871-2540 Fax: (248) 871-2451

Application for Rezoning

ITEM NO: _____ DATE: _____ RECEIVED/CHECKED BY PLANNING: _____

I (We) the undersigned, do hereby make application to the Planning Department of the City of Farmington Hills to rezone the property herein described as and in support of this application the facts below are shown. *Petitions must be filed with the Planning Office by 3:30 PM. on the 18th day of the month to be heard at the Regular Hearing of the following month. If the 18th falls on a weekend or holiday, plans must be submitted by 12:00 noon on the following business day*

REQUIREMENTS FOR APPLICATION SUBMITTAL

- Four (4) prints of a plot plan of the property
- One (1) print sent electronically by email to the Planning Office at egardiner@fhgov.com
- One (1) development sign location plot plan to be approved by the Planning Office
- One (1) legal description of the property concerned
- Proof of Ownership: Title Insurance; Purchase Agreement; Names of Principal Owners involved in any Corporation, Partnership, etc.

Required Site Plan Fee: \$750.00 to \$1400.00_(Contact the Planning Office for any additional fee's)

SITE CHARACTERISTICS

1. It is requested that the property be rezoned:

FROM: _____ classification

TO: _____ classification

The proposed use of the property: _____

2. Location of property:

Address/Location: _____

(a) Is part of a recorded plat, Lot(s) # _____

Subdivision: _____

Sidwell # 23- _____

(b) Is in acreage, not of a recorded plat, Sidwell # 23- _____

Total Acreage: _____

THE PROPERTY IS OWNED BY:

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Email: _____

* Signature of Owner: _____

APPLICANT:

Name: _____ Address: _____

City/State: _____ Zip: _____ Phone: _____ email: _____

Applicants interest in property (if other than the owner).

* Signature of Applicant: _____



DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT

Rezoning Application Process:

A petition to rezone property in the City of Farmington Hills must be submitted on a Rezoning Application in accordance with the following instructions. The petition is first considered at a Planning Commission Preliminary Hearing, held on the second Thursday of each month. It is subsequently set for Planning Commission Public Hearing to be held the third Thursday of the following month.

The petition is forwarded to the City Council along with the Planning Commission recommendation and is placed on the agenda of a City Council Public Hearing. The action of the City Council is final.

1. [Complete a Rezoning Application.](#)
 - Attach four (4) copies of the proposed plot plan to the application.
 - Attach one (1) copy of the legal description.
 - Attach one (1) copy of the approved sign location plot plan.
2. Submit the application to the Planning Office, with attachments. An application submitted by 3:30 PM the 18th day of the month will be considered at the Planning Commission's Preliminary Hearing of the following month. If the 18th day of the month falls on a weekend, application must be submitted by 12:00 noon the following workday.
3. Pay the filing fee of \$750.00 – \$1,400.00 (please call the Planning Office to verify fees) to the City of Farmington Hills Planning Office; obtain a stamped receipt of same.
4. Retain a copy of the application showing the item number and filing date.

Additional Information

- Petitioner must appear at all scheduled Hearings.
- A copy of the agenda will be furnished to the petitioner.
- Questions concerning the application may be directed to the Planning Office at (248) 871 – 2540.

Administration
248.871.2550
248.871.2521 Fax

Building Division
248.871.2450
248.871.2451 Fax

Community Development
248.871.2543
248.871.2521 Fax

Planning Office
248.871.2540
248.871.2521 Fax

Zoning and Code Enforcement
248.871.2520
248.871.2521 Fax

Rezoning Signs

It shall be the applicant's responsibility to meet the following rezoning sign requirements when applying to rezone property in the City of Farmington Hills. Failure to conform to these requirements may result in delays in the rezoning process. For further information, contact the Planning Office staff at (248) 871-2540.

Application for Rezoning

The proponent of a rezoning request will be required to submit a sign location plot plan with the application for rezoning. The sign location plot plan must be reviewed and approved for compliance with location and specification requirements by the Planning Office prior to submission of the rezoning application.

The rezoning sign must meet the following specifications:

- Black letters on a white background
- Size of sign - minimum 4 ft. (vertical) by 6 ft. (horizontal)
- Sign face shall be an exterior plywood, aluminum, or similar material
- Wording shall be as follows:

**ZONING CHANGE PROPOSED
FOR MORE INFORMATION CALL
FARMINGTON HILLS PLANNING
248-871-2540**

(min. 8-inch high letters)
(min. 3-inch high letters)
(min. 4-inch high letters)
(min. 5-inch high letters)

- Installed a minimum of 42 inches above the ground
- The sign support system must be structurally sound and able to withstand lateral wind of 14 pounds per square foot.

Sign Location

Signs shall be placed on the property proposed for development and in full public view along street or road frontages. The proposed sign must be located along the property line of the right-of-way at the midpoint of the property width.

A corner lot, or a lot situated on more than one road, will require a sign for each road frontage, meeting the above location requirements. In no instance shall a sign be located within 25 ft. of the intersection. The Planning Office must approve the sign location at the time of application. In unique cases due to the configuration of the property, or natural features the Planning Office may approve an alternate sign location.

Installation of Signs

Rezoning signs shall be installed by the applicant, a minimum of fifteen (15) days prior to the Planning Commission Public Hearing. The rezoning request will not be heard at that scheduled Public Hearing if it is not installed prior to that time. City staff will inspect the sign(s) for appropriate wording, location, visibility and timing.

Removal of Signs

Rezoning signs must be removed within:

- ◆ Seven days of enactment by the City Council
- ◆ Seven days of withdrawing rezoning application
- ◆ Seven days of denial of rezoning request by the City Council

Failure to remove sign(s) within this period may require removal of the sign(s) by the City and/or prosecution at the owner's expense.

Permits

The application will serve as the necessary sign permit required by the City. No additional permits will be required for this sign installation.