



**CITY OF WARREN  
PLANNING COMMISSION**

LORI M. STONE, MAYOR  
ONE CITY SQUARE, STE. 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

**REZONING APPLICATION FOR:**

- ☐ **STANDARD REZONING** **\$1,500**  
☐ **REZONING WITH CONDITIONS** **\$2,000**  
☐ **PLANNED UNIT DEVELOPMENT (PUD)** **\$2,500**

**Plus on all \$50 per acre for property over 2 acres. (fee rounds up)**

**Rezoning Sign Deposit for each above: \$500.00**

**(Application Effective 1-16-24) (Fees Effective 8-10-21)**

PLEASE TYPE OR PRINT

DESCRIPTION OF PROPOSED CHANGE IN USE (based on letter of intent): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT ZONING DISTRICT(S): \_\_\_\_\_ PROPOSED ZONING DISTRICT(S): \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PARCEL P.I.N.: 12-13-\_\_\_\_\_

(Attach additional sheet if necessary for additional address and/or parcels)

LEGAL OWNER: \_\_\_\_\_  
(PRINT) NAME/COMPANY PHONE EMAIL OR FAX

\_\_\_\_\_  
ADDRESS CITY/STATE/ZIP

PROFESSIONAL: \_\_\_\_\_  
(MUST BE LICENSED IN STATE OF MICHIGAN) Name/Company Phone Email or Fax  
(PRINT)

\_\_\_\_\_  
ADDRESS CITY/STATE/ZIP

APPLICANT: \_\_\_\_\_  
(PRINT) NAME/COMPANY PHONE EMAIL OR FAX

\_\_\_\_\_  
ADDRESS CITY/STATE/ZIP

Signature of Legal Owner (Attached AFFIDAVIT OF OWNERSHIP must be completed) Date

Signature of Professional (Site Plan Preparer) Date

Signature of Applicant (Representative for Development) Date

# REZONING CHECK OFF LIST

**As you the representative complete these items, you need to check them off. We will not accept packets without all items checked and done.**

- ☐ Application shall be completed, signed and dated.
- ☐ Affidavit shall be completed, signed and notarized.
- ☐ The property owner shall be listed on the application and affidavit. If it is a business or LLC we need a contact name. If there is more than one owner, we need an affidavit for each one.
- ☐ Submit all phone numbers, fax or emails of contacts for communication purposes.
- ☐ If PUD or conditional rezoning have the proposed agreement attached.
- ☐ Separate checks, one for rezoning (\$1,500 - \$2,500 depending on what type of rezoning is done) and one for sign (\$500) which will be returned when project completed.
- ☐ Submit twenty (20) copies of concept site plans that are signed and sealed by an Architect, Engineer or Land Surveyor and submit electronically (by USB or email to sheydel@cityofwarren.org or staylor@cityofwarren.org) USB is preferred.
- ☐ Submit thirteen (13) copies of property surveys, signed and sealed by a Land Surveyor.
- ☐ Submit the current and proposed zoning provided.
- ☐ Submit letter of intent, request/reasoning why need to rezone and the proposed use of the property.
- ☐ A legal description of the part of the property to be rezoned (some properties have more than one zone) provided on the concept site plan and electronically in "word" format.
- ☐ A Data Chart is provided on the concept site plan.
- ☐ A Location Map is provided on the concept site plan.
- ☐ **If the property has any delinquent taxes, your packet will not be accepted.**

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
(must have signature or will not accept package)

## **Employee Only – Please Initial:**

1. Verify all items completed.
2. Make copy of check.
3. Let applicant know date of Planning Commission Meeting.
4. Stamp application and at least one sheet of plan.
5. Put brief description on agenda immediately.



## **AFFIDAVIT OF OWNERSHIP OF LAND**

I, WE \_\_\_\_\_  
Name(s) of Owner(s)

OF \_\_\_\_\_  
Address, City, State Zip Telephone Email

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title of Officer Name of Company

BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT \_\_\_\_\_  
I/We/It

\_\_\_\_\_/RECORDED LAND CONTRACT PURCHASER(S) \_\_\_\_\_/RECORDED DEEDHOLDER(S)

OF LAND FOR WHICH SUBMITTAL HAS BEEN/WILL BE MADE TO THE CITY OF WARREN, MACOMB COUNTY, MICHIGAN  
IN A:

### **PETITION FOR HEARING BY THE CITY OF WARREN PLANNING COMMISSION**

FURTHER, THAT \_\_\_\_\_  
Name(s) of Applicant(s)

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title of Officer Name of Company

OF \_\_\_\_\_  
Address, City, State Zip Telephone

IS/ARE/MY/OUR DESIGNATED REPRESENTATIVE(S) IN THE PROCESSING OF SAID PETITION.

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME PERSONALLY CAME  
\_\_\_\_\_, TO ME KNOWN TO BE THE INDIVIDUAL (S) NAMED IN AND WHO  
EXECUTED THE FOREGOING AFFIDAVIT, FOR THE PURPOSE AS STATED, AND ACKNOWLEDGED THAT  
\_\_\_\_\_ DID SO OF \_\_\_\_\_ OWN FREE WILL AND DEED.

NOTARY PUBLIC, \_\_\_\_\_ COUNTY, MICHIGAN  
MY COMMISSION EXPIRES: \_\_\_\_\_

### **NOTICE TO OWNER**

**IF A REPRESENTATIVE APPEARS ON YOUR BEHALF, THE REPRESENTATIVE/APPLICANT SHALL CONTACT THE PLANNING DEPARTMENT BY LETTER OR EMAIL AND MAKE THEMSELVES KNOWN. FAILURE TO ANSWER ANY QUESTION FROM THE COMMISSION MAY RESULT IN YOUR REQUEST BEING TABLED OR DENIED. IT IS RECOMMENDED THAT YOU APPEAR IN PERSON.**



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# Rezoning Procedures

## STANDARD REZONING PROCEDURE:

- Step 1.** A completed application, proposed development letter, affidavit of ownership, **thirteen (13) copies of a property survey describing the existing individual zoning districts and the resultant zoning districts, twenty (20) copies of a conceptual site plan and the applicable fee** must be submitted to the Planning Department. The applicant shall also attach a letter of intent to the application describing the reason a rezoning is being requested and detailing any hardships if any, that have occurred in developing the property as currently zoned. The rezoning request will be placed on a Planning Commission agenda in accordance with the agenda schedule prepared by the Planning Staff.
- Step 2.** In addition to the application fee, the applicant must also provide a **separate \$500 rezoning sign deposit** to the Planning Department at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and remain until after the City Council Public Hearing. The rezoning sign will be removed by the City, and the \$500 rezoning sign deposit will be returned to the applicant.
- Step 3.** The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their request. Attendance by the applicant/legal owner at the Planning Commission meeting is **mandatory**.
- Step 4.** The Planning Commission will hold a public hearing and issue their recommendation regarding The request. This recommendation and background information is then forwarded to City Council. The applicant will also receive formal correspondence from the Planning Commission secretary detailing the Planning Commission's recommendation.
- Step 5.** The applicant will receive a notice informing them of the City Council public hearing scheduled for their request. Attendance at the City Council meeting is **mandatory**.
- Step 6.** City Council will hold a public hearing and either approve, approve with conditions or deny the rezoning request. If the request is approved, a resolution, a map and conditions is filed with the City Clerk, the City Clerk provides the official ordinance and map in a local newspaper. The rezoning will take effect 7 days from the date of publication.

## REZONING WITH CONDITIONS PROCEDURE:

- Step 1.** A completed application, proposed development letter, affidavit of ownership, **thirteen (13) copies of a property survey describing the existing individual zoning districts and the resultant zoning districts, twenty (20) copies of a conceptual site plan and the applicable fee** must be submitted to the Planning Department. The applicant shall also attach a letter to the application describing the reason a rezoning is being requested and detailing any hardships if any, that have occurred in developing the property as currently zoned. The conditional rezoning request will be placed on a Planning Commission agenda in accordance with the agenda schedule prepared by the Planning Staff.

- Step 2.** In addition to the application fee, the applicant must also provide a **separate \$500 rezoning sign deposit** to the Planning Department at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and remain until after the City Council Public Hearing. The rezoning sign will be removed by the City, and the \$500 rezoning sign deposit will be returned to the applicant.
- Step 3.** The applicant shall provide a list of conditions to the Planning Department that will address important issues associated with the site. The list of conditions shall be forwarded to the Department of Law to be placed in proper form representing a legal agreement between the owner and the City. The agreement shall remain fluid throughout the entire process until a final decision is made by the City Council.
- Step 4.** The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their request. Attendance by the applicant/legal owner at the Planning Commission meeting is **mandatory**.
- Step 5.** The Planning Commission will hold a public hearing and issue their recommendation regarding the request. This recommendation and background information is then forwarded to City Council. The applicant will also receive formal correspondence from the Planning Commission secretary detailing the Planning Commission's recommendation.
- Step 6.** The applicant will receive a notice informing them of the City Council public hearing scheduled for their request. Attendance at the City Council meeting is **mandatory**.
- Step 7.** City Council will hold a public hearing and either approve, approve with conditions or deny the rezoning request. If the request is approved, a resolution, a map and conditions is filed with the City Clerk, the City Clerk provides the official ordinance and map in a local newspaper. The rezoning will take effect 7 days from the date of publication. The Attorney's Office send the agreement to get to recorded with the Macomb County Register of Deeds.

#### **PLANNED UNIT DEVELOPMENT (PUD) PROCEDURE:**

- Step 1.** A completed application, proposed development letter, affidavit of ownership, **thirteen (13) copies of a property survey describing the existing individual zoning districts and the resultant zoning districts, twenty (20) copies of a conceptual site plan and the applicable fee** must be submitted to the Planning Department. The applicant shall also attach a letter to the application describing the reason a rezoning is being requested and detailing any hardships if any, that have occurred in developing the property as currently zoned. The Planned Unit Development request will be placed on a Planning Commission agenda in accordance with the agenda schedule prepared by the Planning Staff.
- Step 2.** In addition to the application fee, the applicant must also provide a separate \$500 rezoning sign deposit to the Planning Department at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and remain until after the City Council Public Hearing. The rezoning sign will be removed by the City, and the \$500 rezoning sign deposit will be returned to the applicant.
- Step 3.** The applicant shall provide conceptual site plan and an agreement to the Planning Department indicating the total development of the site and an agreement addressing all details that may or may not differ from the requirements of the Zoning Ordinance. The conceptual site plan and the agreement shall be forwarded to the Department of Law to be placed in proper form and reviewed to meet all general requirements of the City. The conceptual site plan and agreement shall remain fluid throughout the entire process until a final decision is made by City Council.
- Step 4.** The applicant will receive a notice informing them of the Planning Commission public hearing

scheduled for their request. Attendance by the applicant/legal owner at the Planning Commission meeting is **mandatory**.

**Step 5.** The Planning Commission will hold a public hearing and issue their recommendation regarding the request. This recommendation and background information is then forwarded to City Council. The applicant will also receive formal correspondence from the Planning Commission Secretary detailing the Planning Commission's recommendation.

**Step 6.** The applicant will receive a notice informing them of the City Council public hearing scheduled for their request. Attendance at the City Council meeting is **mandatory**.

**Step 7.** City Council will hold a public hearing and either approve, approve with conditions or deny the rezoning request. If the request is approved, a resolution, a map and conditions is filed with the City Clerk, the City Clerk provides the official ordinance and map in a local newspaper. The rezoning will take effect 7 days from the date of publication. The Attorney's Office sends the agreement to get recorded with the Macomb County Register of Deeds.



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# Rezoning Plan Requirements

Please be sure to include as much of the information listed below as possible on the concept site plan.

## A. Title Block

1. Project Name and Address
2. Designer Name and Address
3. Drawing Date
4. North Arrow with Drawing Scale
5. Embossed/Stamped and Signed Seal

## B. Property Description

1. Legal Description (Match or update City records)
2. P.I.N. Number(s)
3. Property Lines, Bearings & Distances
4. Small Location Map
5. 100 and 500-year Flood Plain Boundaries

## C. Zoning Ordinance Requirements

1. Provide setbacks for all structures, impermeable areas, storage areas, etc.- measured to property lines.
2. Site Data Chart must contain the following:
  - a. Zoning district(s) and setbacks (required, existing and proposed)
  - b. Site area (sq. ft. or acreage)
  - c. Area of proposed structure(s)
  - d. Structure height
  - e. Proposed outdoor storage area
  - f. Proposed outdoor sales area
  - g. Parking requirements for proposed use
  - h. Proposed parking area(s)

## D. Structures (dimensioned)

1. Principal Structure(s)
2. Accessory Structure(s)
3. Trash Enclosure
4. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)
5. Storage Area(s)

## E. Impermeable Surface Areas (dimensioned)

1. Parking Area(s)
2. Driveway(s) (26 ft. minimum)
3. Public/Private Sidewalk(s)
4. Plaza(s)

## F. Parking Areas and Circulation (dimensioned)

1. Parking Area(s)
2. Barrier-Free Parking Space(s)
3. Loading Zone(s)
4. Maneuvering Lane(s)
5. Vehicle Circulation Arrows

## G. Abutting Properties (within 50 ft.)

1. Zoning District(s)
2. Structure(s) and uses of close proximity
3. Driveway(s)
4. Sidewalk(s)
5. Parking Area(s)

## H. Public/Private Streets and Roads

1. Name and Class (thoroughfare, collector, residential)
2. Defined Centerline
3. Existing and Planned Right-of-Ways
4. Public Alley(s), Walkway(s), etc.