PRAIRIE RONDE TOWNSHIP APPLICATION FOR REZONING AND INFORMATION PACKET

May 2025

PRAIRIE RONDE TOWNSHIP

INSTRUCTIONS AND PROCEDURES FOR

REZONING APPLICATION

The Prairie Ronde Township Zoning Ordinance divides all land in the Township into "zoning districts", as shown on the official Zoning Map. A change in how property is zoned on the Zoning Map, commonly referred to as a "rezoning", may be initiated by the Township itself, or by any interested person by application. All rezoning requests initiated by application are subject to the following application instructions and procedures:

1. Applicant files Application For Rezoning and all supporting information with the Township Clerk (or with Zoning Administrator at SCMCCI), including the required application fee deposit.

2. Zoning Administrator reviews the application to verify it is administratively complete. Zoning Administrator will also determine whether the requested rezoning district is consistent with the planning classification for subject property in Prairie Ronde Township Master Plan (Future Land Use Map). Note: if requested rezoning is not consistent with planning classification further consideration of the requested rezoning may also require proposed amendment of Master Plan.

3. State law and the Zoning Ordinance require Planning Commission to hold a public hearing on the application, preceded by publication of legal notice in newspaper and by mailing to property owners/occupants within 300 feet of the property involved with the application; other notice requirements may also apply. This public hearing is held as part of a Planning Commission meeting. Township will inform applicant of meeting date application will be considered, and handles all legal requirements relating to notice of public hearing.

   Note: four regular meetings of the Planning Commission are generally scheduled each year (typically for January, April, August, and October). Special meetings may be scheduled with approval of Planning Commission. **Township has an application submittal deadline for each meeting date**, to provide sufficient time to have application reviewed by Zoning Administrator, comply with legal notice requirements, and distribute application materials to Planning Commission members prior to meeting.

4. Applicant is expected to attend Planning Commission meeting at which application will be considered and/or have informed representative attend on their behalf. Applicant must be prepared to explain the basis for the proposed rezoning.

5. Applicant may expect Planning Commission public hearing/meeting to generally follow this format:

    - Planning Commission introduces application and requests initial comments from Zoning Administrator and/or Township Attorney.

    - Applicant explains the changed or changing conditions in the particular area of the subject property or in the Township generally that make the proposed rezoning reasonably necessary to the promotion of the public health, safety, and general welfare, and all other circumstances, factors, and reasons which the applicant offers in support of the proposed rezoning.

    - General public comments on application.

    - Planning Commission discusses proposed rezoning, and whether it is consistent with Prairie Ronde Township Master Plan.

    - Planning Commission makes recommendation on application to Township Board.

6. Planning Commission recommendation options include:

    - disapproval (as to some or all of the subject property).

    - approval (as to some or all of the subject property).

    - table application for additional information and/or discussion.

7. Planning Commission decisions are shown in meeting minutes. All proposed and approved meeting minutes are public records available at Prairie Ronde Township offices in accordance with applicable state laws and Township policies.

8. Township Board considers Planning Commission recommendation, and can either approve or disapprove that recommendation, or potentially refer the matter back to the Planning Commission for further consideration. Note: any decision on a rezoning application is a "legislative" judgment by the governing body of the Township.

9. Township Board approval of a rezoning requires adoption of a rezoning ordinance, which is subject to a "referendum" petition and process as provided by applicable statutes. Note: the Zoning Board of Appeals has jurisdiction to resolve differing interpretations of the Zoning Map, but does not otherwise have any authority with respect to rezoning decisions by the Township Board.

Note: Incomplete applications will not be processed, and applications will not be accepted without payment of application fee deposit in full. Planning Commission and Township Board reserve the right to request additional information from applicant to give proper consideration to the application.

PRAIRIE RONDE TOWNSHIP

APPLICATION FOR REZONING

Name of Applicant: _____ Date: _____

Mailing Address of Applicant: _____

Address of Property Proposed to be Rezoned (all existing street addresses within the property): _____

_____

Property Tax ID Number: _____

Legal Description: _____ (provide copy of deed or tax bill) _____

Interest of Applicant in the Property: _____
(Deedholder, Land Contract Purchaser, Lessee, Other)

Does any person other than applicant have a legal or equitable interest in any land proposed to be rezoned? No _____ Yes _____ (attach name/address and interest) _____

Area of land proposed to be rezoned (stated in square feet if less than one acre, and in acres if one acre or more)*:_____

*Attach a fully dimensioned map showing the property proposed to be rezoned, including all public and private rights-of-way and easements bounding and intersecting same, and showing the zoning classification of all abutting lands, etc.

Present Zoning District:_____ Proposed Zoning District:_____

Present planning classification on Master Plan Future Land Use Map:_____

What are the changed or changing conditions in the particular area or in the Township generally that make the proposed rezoning reasonably necessary to the promotion of the public health, safety, and general welfare?_____

_____

Applicant(s) Telephone Number(s): Signature of Applicant(s):

_____ _____

Applicant(s) email address: _____

_____

**********FOR TOWNSHIP OFFICE USE ONLY**********

Application #:_____ Date application received including payment of fee deposit:_____

Planning Commission recommendation:_____

Township Board action:_____

PROPERTY MAP*
(on this sheet, or attached parcel map)

Applicant/Owner: _____

Property Address: _____

Property Tax ID Number: _____

1.) Show the property to be rezoned, including all lot line dimensions (show dimensions in feet).
2.) Show and label all abutting public streets and private rights-of-way and easements bounding or intersecting the property proposed to be rezoned.
3.) Show zoning classification of all lands abutting the property proposed to be rezoned.
4.) Show location/type of existing uses and structures.
5.) Show location/type of proposed uses and new construction.
6.) Show lakes, streams, and wetlands on or adjoining the property proposed to be rezoned.

*Planning Commission may determine a boundary survey is necessary to properly evaluate the application.

Signature of Applicant: _____ Date: _____