

Rezoning Process Flowchart

Rezoning of a parcel may be initiated by the Village Council, Planning Commission upon filing with the Zoning Administrator a resolution duly adopted identifying the proposed parcels and new zoning classification or by the owner of parcel or a person with written permission of the owner.

Submit to the Zoning Administrator:
 Completed Rezoning Application
 Map at a scale of not less than 1"=50' showing subject parcel
 Fees (as set by resolution of the Village Council)
 Copy of the deed to the property

If submitting a conditional rezoning request, the application will include the conditions proposed.

Schedule Public Hearing – 15 days prior to Hearing, Village Clerk shall give notice in newspaper of general circulation and shall include places and times at which the proposed amendment may be examined prior to meeting.

Clerk shall also give notice by mail to each public utility company and to each railroad company owning or operating within zoning districts. Affidavit of mailing shall be maintained.

Map
Amendment

After the Public Hearing, the Planning Commission considers the request. At a regular meeting of the PC may recommend approval, denial or postpone the request for further study.

Notice must also be mailed 15 days prior to Hearing, to property owners within 300 feet of the property in question, including Township Planning Commission if rezoning within 300' of the township/village boundary.

A copy of record of the public hearing, a written recommendation, and reasons for the recommendation are given to Village Council for consideration.

Village shall record affidavit signed by Planning Commission Chair and the zoning applicant outlining the approved conditions and length of time conditions apply.

At next regularly scheduled Village Council meeting, request will be considered and either approved, denied, hold a public hearing before making decision, consider changes, table the request for further information

If Public Hearing is requested by Council, refer to "Schedule Public Hearing" above.

If Denied by Council, no further action is taken.

Applicant to provide Feedback
(Hard copy or Online)

Planning Commission will place feedback survey on the next agenda and review any issues or problems the applicant had. Discuss and change policies accordingly.