

PETITION FOR A ZONING RECLASSIFICATION

City of Battle Creek, Michigan

Department of Planning and Community Development



Petition No. _____

Please read instruction on reverse before completing this form.
If additional space is required, attach separate sheet.

The City Commission of the City of Battle Creek, Michigan

Honorable Mayor and City Commissioners:

I / We, the undersigned owner(s) of the property described below, do hereby petition for a zoning reclassification of this property from a _____ District to a _____ District.

Legal Description of Property:

Present Use of Property:

Proposed Use of Property:

Reasons why petitioner feels that a zoning reclassification should be granted:

Property Owner(s) _____ or Agent _____ (Check one)

Name _____

Name _____

Address _____

Address _____

Telephone _____ Fax _____

Telephone _____ Fax _____

Signature _____

Signature _____

FOR OFFICE USE ONLY

Date Petition Received: _____

Petition Fee Received: _____

Received By: _____

Planning Commission Recommendation:

Approve _____ Deny _____ Date _____

City Commission Action:

Approve _____ Deny _____ Date _____

Resolution No. _____

INSTRUCTIONS FOR FILING A PETITION FOR A ZONING RECLASSIFICATION

This petition must be accompanied by the following:

- 1. Payment of a non-refundable \$600.00 petition fee.
(Make Checks Payable to: City of Battle Creek)**
- 2. An affidavit authorizing an agent to act on behalf of the owner if the petitioner is not the owner.**
- 3. A map or site plan of the area requested for zoning reclassification.**

When completing this form, please supply the most complete information possible relating to the existing and proposed use of the property. For example, if the property is residential, please give the number of units; if it is commercial or industrial, give the type of business or industry.

While not required, it would be advisable that the petitioner consults with a member of the Planning Department staff prior to submitting this petition.

If any assistance is required to complete this form, please contact:

**City of Battle Creek
Department of Planning & Community Development
Phone: (269) 966-3320 Fax: (269) 966-3529**

The completed form and petition fee should be delivered to the Planning and Community Development Department located at:

**Planning and Community Development
77 E. Michigan Avenue, Ste 140
Battle Creek, MI 49017**

******* IMPORTANT NOTICE *******

INASMUCH AS WE MUST PUBLISH A NOTICE OF THE PUBLIC HEARING ON A ZONING RECLASSIFICATION, THIS PETITION SHOULD BE SUBMITTED PRIOR TO THE FIRST DAY OF THE MONTH AT WHICH YOU WISH TO APPEAR. WE CANNOT GUARANTEE THAT A PETITION RECEIVED AFTER THE FIRST OF THE MONTH WILL BE PRESENTED TO THE PLANNING COMMISSION THAT MONTH. THE PLANNING COMMISSION MEETS ON THE FOURTH WEDNESDAY OF EVERY MONTH, (4:00 P.M., AT 10 N. DIVISION, ROOM 301, COMMISSION CHAMBERS, CITY HALL).