

# Rezoning Review

## GENERALIZED STEPS IN THE PROCESS



1. **Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your rezoning proposal prior to submittal. Meetings are typically held on Tuesday's. Contact Steve Cohen, Director of Community Development at 248-364-6941 to schedule a meeting.
2. **Formal Staff Review.** Submit fees, sign escrow deposit, 1 copy of your application, and 1 copy of the following documentation to the Community Development Department:
  - Proof of ownership (such as a copy of a warranty deed, land contract, or purchase agreement)
  - Plot plan or legal survey of the lot/parcel under consideration, drawn to scale and clearly designating the areas for rezoning.
  - Legal description of the land being considered. Rezoning cannot be accomplished without a correct legal description.
5. **Citizen Participation Requirement.** If the rezoning is proposed on property within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the rezoning is complex in nature.
6. **Post Sign. - Escrow deposit required for each sign**  
Coordinate with the City when sign will be posted and where it will be placed. The sign shall be placed and remain on the property at least 15 days before the scheduled Public Hearing. Place sign 10' behind the approximate street R.O.W. line midway between lot lines, unless an alternative location is approved by the City. Ensure that the sign is placed in a visible position without obstructions for the full 15 day term. This may require periodic inspection to safeguard against being toppled by wind or vandals. Do not remove the sign until after City Council action. Return the sign in good condition within 2 days of the City Council decision. Lost, missing, unreturned, or damaged signs will require forfeiture of the sign deposit.
7. **Public Review.** The petitioner (or his representative as indicated on the petition for rezoning) must be present at both the scheduled Planning Commission and City Council meetings for action to be taken.
  - The rezoning process, as per State Law and City ordinance, consists of the following steps:
    - After receipt of the petition, the matter is advertised in the local newspaper 15 days before the Public Hearing.
    - Notices of the rezoning Public Hearing are sent to property owners within 1,000' of the subject land 15 days before the Public Hearing
    - The Public Hearing is held at the scheduled Planning Commission meeting. The Commission then makes a recommendation to the City Council.
    - The recommendation from the Planning Commission is forwarded to the City Council which then considers the matter at its next regularly scheduled meeting.
8. **City Publishes Zoning Change.** Upon favorable action by the City Council, the matter is then advertised in the Oakland Press within 30 days of the Council action, when it becomes effective as a zoning change.