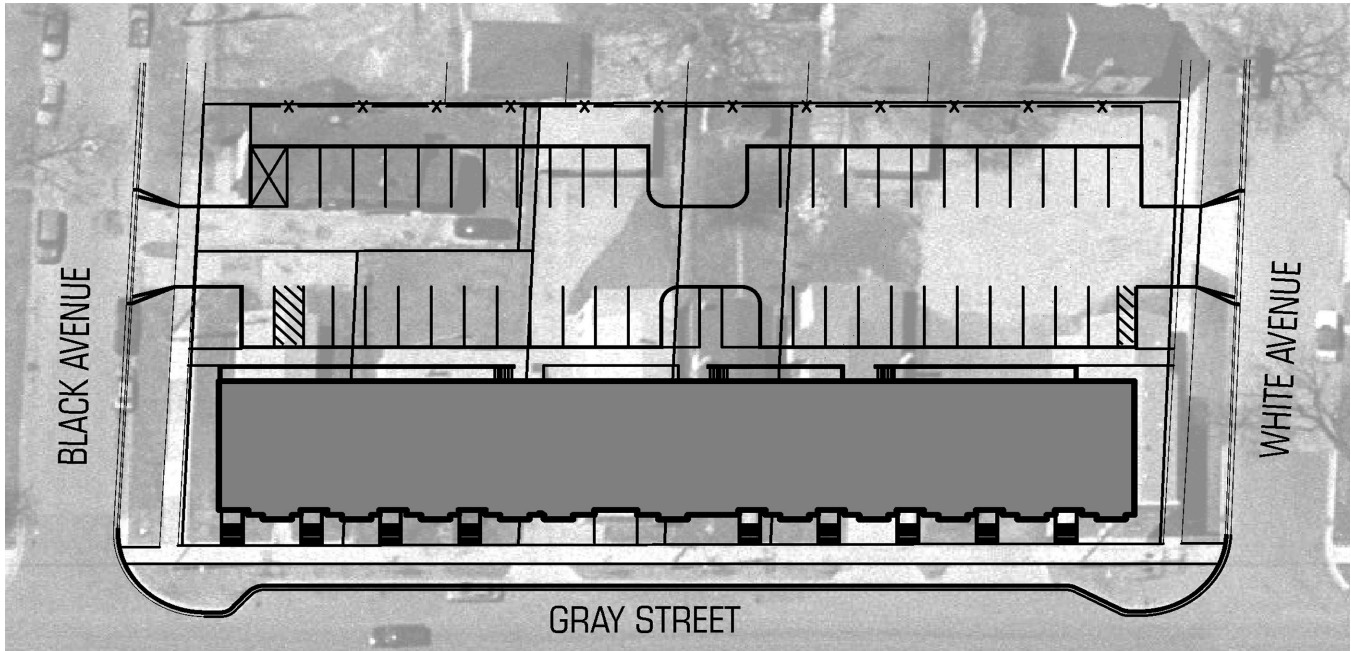


# Zone Change



A Zone Change may be initiated by the City Commission, Planning Commission or property owner. It may also occur as the result of the Master Plan or the adoption of an Area Specific Plan. Typically, property owners request a Zone Change in order to use their property in a way that is not allowed under the existing Zone District. The application process includes public notice and a public hearing before the Planning Commission. Any change recommended by the Planning Commission must be approved by the City Commission.

In reviewing a request, the Planning Commission will consider whether the proposed Zone District is consistent with the Master Plan (including the Future Land Use Map), the Zoning Ordinance, and the trend of development in the area. The impact on the neighborhood, environment, public facilities, and economic welfare of the City will also be evaluated.



## Application

# Zone Change

## A. PROPERTY AND PROJECT INFORMATION

Property Address \_\_\_\_\_

Parcel Number \_\_\_\_\_ Zone District \_\_\_\_\_

Lot Size Frontage: \_\_\_\_\_ ft Depth: \_\_\_\_\_ ft Area: \_\_\_\_\_ Acres/Sq Ft ☐ Rectangle ☐ Irregular

Master Plan Future Land Use Map Designation \_\_\_\_\_

Current use of property \_\_\_\_\_

Proposed use of property \_\_\_\_\_

Proposed Zone District and Neighborhood Classification \_\_\_\_\_

**Legal Description** (to be provided digitally in Word or Text format)

**Will a Special Land Use approval be required?** ☐ Yes ☐ No ☐ Don't Know

## B. APPLICANT INFORMATION

### 1. Applicant

Identify the person or organization requesting the Zone Change:

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Organization \_\_\_\_\_

Business Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

### 2. Applicant Interest

The applicant must have a legal interest in the subject property:

☐ Property Owner ☐ Purchaser by Option or Purchase Agreement

☐ Purchaser by Land Contract ☐ Lessee/Tenant

### 3. Property Owner ☐ Check here if Applicant is also Property Owner

Identify the person or organization that owns the subject property:

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Organization \_\_\_\_\_

Business Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

### 4. Agent

Identify any person representing the property owner or applicant in this matter:

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Organization \_\_\_\_\_

Business Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_



## C. Required Application Attachments

- ☐ **1. Need for Zone Change** (Use letterhead if possible)  
Written description of why the Zone Change is needed, and how the proposed Zone District or Neighborhood Classification will meet the needs of the development.
- ☐ **2. Project Description** (Use letterhead if possible)  
Written description of the proposed site and/or building layout, building and structure design information, floor plans, parking calculations, current environmental conditions, and other pertinent information.

## D. REQUEST AND AFFIDAVIT

**The applicant must read the following statement carefully and sign below:**

The undersigned requests that the City of Grand Rapids review this application and related required documents and site plans as provided in Article 12 of the Grand Rapids Zoning Ordinance. The applicant further affirms and acknowledges the following:

- ☐ That the applicant has a legal interest in the property described in this application.
- ☐ That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.
- ☐ That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.
- ☐ That the applicant will comply with any and all conditions imposed in granting an approval of this application.
- ☐ If also the owner, the applicant grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**If the applicant is not the property owner, the property owner must read and sign below:**

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

- ☐ Is/are aware of the contents of this application and related enclosures.
- ☐ Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Grand Rapids.
- ☐ Grants the City of Grand Rapids staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

\_\_\_\_\_  
Property Owner Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



# Zone Change

The Planning Commission shall consider, and the City Commission may consider, whether the proposed Zone Change meets the following standards.

## Standard #1. *Master Plan/Zoning Ordinance.*

**a.** Explain how the proposed Zone District or Neighborhood Classification designation is consistent with the purpose and intent of the *Master Plan*, including the Future Land Use Map.

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**b.** Explain how the proposed Zone District or Neighborhood Classification will further the themes and objectives of the Master Plan, as well as any relevant adopted Area Specific Plans.

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**c.** Explain how any property to be re-zoned can accommodate the requirements of the proposed Zone District.

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## Standard #2. *Neighborhood.*

Describe how the proposed Zone District or Neighborhood Classification is compatible with the Zone District(s) and Neighborhood Classification(s) in the neighborhood.

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# Zone Change

## Standard #3. Environment.

Explain how the physical, geological, hydrological and other environmental features of the property to be re-zoned are compatible with the full range of uses in the proposed Zone District.

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## Standard #4. Public Facilities.

**a.** Describe how adequate public facilities already exist or will be provided at no additional public cost, and will safeguard the health, safety, morals and general welfare of the public.

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**b.** Explain how the proposed Zone District or Neighborhood Classification will not be detrimental to the financial stability and economic welfare of the City.

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## Standard #5. Other.

Describe how the proposed Zone District or Neighborhood Classification is consistent with the trend of development in the neighborhood, or the property to be re-zoned was improperly zoned or classified when the Zoning Ordinance was adopted or amended.

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## Application Procedures

# Zone Change

*NOTE: See "PRD Application" for a zone change to a special district known as a Planned Redevelopment District (PRD). A different application form is used because a PRD requires an Area Specific Plan in accordance with the criteria established in Chapter 11 of the 2002 Master Plan. For more information on PRDs, please refer to Sections 5.7.06. and 5.12.14. of the Zoning Ordinance.*

### 1. General Information

A Zone Change may be initiated by the City Commission, Planning Commission or property owner. It may also occur as the result of the Master Plan or the adoption of an Area Specific Plan. Regardless of who initiates the request, all Zone Changes must be recommended by the Planning Commission and approved by the City Commission.

Typically, property owners request a Zone Change in order to use their property in a way that is not allowed under the adopted Zone District. The following are different types of Zone Changes:

- From one Neighborhood Classification to another Neighborhood Classification.
- From one Zone District to another Zone District.
- A combination of Neighborhood Classification and Zone District change.

### 2. Pre-Application Consultation

A pre-application meeting with Planning staff is recommended as an initial informal review of the proposed project. The meeting is intended to determine what kind of zone change is needed, if other approvals are required, and to explain the process to be followed to obtain a decision on the proposal.

The preliminary proposal may also be referred to the City staff "Design Team" to obtain the input of other City departments such as the City Engineer, Traffic Engineer, Environmental Protection, Fire, Water, and others. Following this initial review, the applicant will be better prepared to complete a Zone Change application.

### 3. Neighborhood Meeting

Applicants are strongly encouraged to meet with neighboring property owners and the neighborhood association or business association before the public hearing. The purpose of a neighborhood meeting is to inform nearby stakeholders of the proposed

change, receive comments and address concerns about the proposal, and whenever possible resolve conflicts in advance of Planning Commission review. Failure to hold a neighborhood meeting may result in a tabling of the request. Recommended procedures are found in Section 5.12.04. of the Zoning Ordinance.

### 4. Application

An application packet for a Zone Change is available from the Grand Rapids Planning Department, located on the second floor of 1120 Monroe Avenue NW or at the Planning Department's website [www.grcity.us/planning](http://www.grcity.us/planning) under Forms and Applications. You may also call 616-456-3159.

A complete application must be received at least one (1) month prior to the Planning Commission meeting. See [www.grcity.us/planning](http://www.grcity.us/planning) for the schedule of Planning Commission meetings and application deadlines.

If the proposal also requires a Special Land Use approval, the SLU application must be submitted at the same time.

If the Zone Change is for a TOD (Transit-Oriented Development) Zone District, the application must include written verification from the Rapid that the transit station or stop is in a permanent location.

### 5. Staff Review

The application will be reviewed by Planning staff prior to submission to the Planning Commission. A Planner may contact the applicant with questions or a request for additional information, or may advise the applicant on recommended changes or revisions to the application and submittals for the purpose of clarity.



## Application Procedures

# Zone Change

### 6. Notice of Public Hearing

Following the staff review, the Zone Change application is forwarded to the Planning Commission for a public hearing. A notice of the public hearing is published in the Grand Rapids Press 15 days prior to the Planning Commission meeting. Property owners and residents within a 300 ft radius of the subject property are notified by post card. Interested persons may submit a letter or speak at the public hearing.

### 7. Planning Commission Meeting

Each public hearing item for consideration is assigned an approximate start time. The Planning staff introduces and explains the request to the Planning Commission. The applicant is then asked to present information on his or her proposal. The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission then allows public comment on the application, and a chance for the applicant to respond to any concerns or questions. The public comment period is then closed and the Planning Commission deliberates on the request in open session. The Planning Commission may recommend approval or denial, or may table the application.

### 8. City Commission Action

The Planning Commission recommendation is forwarded to the City Commission for review, and if approved, for adoption of a City ordinance. The City Commission will consider the recommendation of the Planning Commission through the following process.

- The proposed zone change is presented to the Community Development Committee of the City Commission. The Commission sets a date for the adoption of the ordinance. If the item warrants, the City Commission may hold a public hearing before voting on the proposed ordinance.
- If the decision is to hold a public hearing, the hearing date is approximately one month later, following the same procedures for notice of public hearing and postcard mailing described in #6. above.
- The decision to adopt the ordinance is usually made at the next regularly scheduled City Commission meeting.
- The effective date of City Commission approval is 30 days after the decision.

### 9. Written Notice

The applicant will be provided with a letter and resolution that documents the decision of the City Commission.

### 10. Appeal

If the City Commission denies an application for a zone change, the applicant may not appeal the decision. The applicant may submit an application for a use variance to the Board of Zoning Appeals or pursue action in Circuit Court as alternatives avenues for project consideration.



# Site Plan Review Checklist

## Zone Change

### General Plan Requirements

- ☐ Project Info: Project address and name, scale, north arrow, location map, date(s) of submission/revisions, sheet number, name, address, phone number, and email of the designer(s) who prepared each plan
- ☐ Scale:
  - For less than 3 acres, 1" = 50'
  - For more than 3 acres, 1" = 100'
- ☐ Site Plans, Elevations, etc:
  - (1) Full size (24" x 36") set of plans
  - (2) Copies of plans on 11" by 17" paper
  - (1) Digital copy of plans on a CD/DVD, with an individual PDF file of each drawing, plan or other document.

### Site Data

- ☐ Existing zoning of property and all abutting properties
- ☐ Property dimensions and gross acreage or square footage (including width, length, and frontage)
- ☐ Net acreage or square footage, minus rights-of-way and submerged land
- ☐ Existing and proposed topography of the property and within 100' of the property at 2-ft intervals
- ☐ Existing lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- ☐ Proposed lot lines, lot dimensions, building lines, structures, parking areas, and other improvements on the property and within 100' of the property
- ☐ Existing and proposed easements, including type

### Access, Circulation and Parking Plans

- ☐ Dimensions, curve radii and centerlines of existing and proposed access points, streets, rights-of-way, or access easements
- ☐ Existing driveways and street intersections within 250 feet of the property
- ☐ Dimensions of acceleration, deceleration and passing lanes
- ☐ Cross section details of proposed streets, driveways, parking lots, sidewalks and non-motorized paths, with materials and thickness
- ☐ Traffic regulatory signs and pavement markings
- ☐ Designation of fire lanes
- ☐ Existing and proposed parking and loading areas, including location and size
- ☐ Calculations for the required number of parking and loading spaces
- ☐ Dimensions of parking spaces, landscape islands, circulation aisles, and loading zones
- ☐ Existing and proposed sidewalks or pathways within the site and in the right-of-way

### Landscape and Screening Plans

- ☐ Locations, sizes, and types of existing trees 6 inches in diameter, measured at 3½ ft off the ground, including what is to be removed and what is to be preserved

### Landscape and Screening Plans (cont.)

- ☐ General location of all other existing plant materials, identification of the plant material, including what is to be removed and what is to be preserved
- ☐ Existing and proposed lawns and landscaped areas
- ☐ Location and type of all proposed shrubs, trees, and other live plant material
- ☐ Planting list for proposed landscape materials with caliper size or height of material, quantity, botanical and common names, and method of installation
- ☐ Details on screening
- ☐ Location, size, height, and construction materials for all fences, walls and berms

### Building and Structure Plans

- ☐ Location, height, and exterior dimensions of all proposed structures on the property
- ☐ Building floor plans and total floor area, including number and height of stories
- ☐ Building elevations for all sides, at an appropriate scale
- ☐ Description of all exterior building materials and colors (samples may be requested)
- ☐ Calculations of transparency requirements

### Drainage and Utility Plans

- ☐ Location of existing drainage courses, floodplains, streams, wetlands, and other water bodies
- ☐ Existing and proposed water mains, water service, storm water loads and fire hydrants
- ☐ Stormwater retention/detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls, and calculations
- ☐ Site grading, drainage patterns, and other stormwater management measures
- ☐ Underground storm sewers and drains, including location and size
- ☐ Existing and proposed, above and below ground gas, electric, and telephone lines
- ☐ Transformers and utility boxes, including locations and dimensions

### Other Site Features

- ☐ Location, height, and dimensions of storage facilities
- ☐ Waste receptacles and transformer pads and enclosures/screening
- ☐ Extent of any outdoor sales or display area
- ☐ Existing and proposed building and site lighting
- ☐ Photometric plan with: 1) foot candle readings at 10' intervals or less, 2) table showing minimum and maximum lighting levels, and maximum to minimum illumination ratios, and 3) location and mounting heights of fixtures [If the project is located in the East Beltline Overlay District, see Section 5.8.04.F.]
- ☐ Size, height, and method of shielding for all lighting on the building and the site
- ☐ Location, size, height, and lighting of all proposed signs on the building and the site



## Application Checklist

# Zone Change

The following items are required for a complete Zone Change (ZC) application. Incomplete applications will be returned.

- ☐ **Signed Application Form**  
Complete pages 2 - 3 of the ZC application form. The application must be signed by the applicant and the property owner (if different).
- ☐ **Response to Zone Change Review Standards**  
Complete pages 4 - 5 of the ZC application form, use additional paper if needed.
- ☐ **Need for Zone Change**  
Written description of why the Zone Change is needed, and how the proposed Zone District will meet the needs of the development. (Use letterhead if possible.)
- ☐ **TOD Transit – Oriented Development**  
If the application is for a TOD (Transit-Oriented Development) Zone District, include written verification from the Rapid that the subject transit station or stop is in a permanent location.
- ☐ **Special Land Use**  
If a Special Land Use approval is also needed, include a completed SLU application.
- ☐ **Neighborhood Meeting Sign-In Sheet**  
Enclose the sign-in sheet from the neighborhood meeting. Include the date, time and location of the meeting. Failure to hold this meeting may result in tabling of the application.
- ☐ **Fee** (make check payable to the City of Grand Rapids)  
\$1,000 for first acre  
\$120 for each additional acre
- ☐ **Plan Submittal**  
One (1) digital copy in PDF format (CD, flash drive, cloud storage, or email to [planning@grcity.us](mailto:planning@grcity.us))
- ☐ **Legal Description**  
Provide digitally in Word or Text format

### Additional Information

In the course of reviewing the application, the Planning Department staff may request additional information from the applicant.