

REZONING PROCESS

SAUGATUCK TOWNSHIP

Application And Notification

- Print and complete Rezoning Application form (available on-line or at the Township Hall) with all required fees/escrow deposits
- Zoning Administrator (planner) reviews application for completeness
- Application sent to Township Attorney for preparation of draft Ordinance
- Staff prepares notices to be sent to property owners within 300' of the subject site, newspaper, website, Township Hall, and 15 days prior in the newspaper

Zoning Review

- Zoning Administrator/Planner reviews application for compliance with zoning requirements and conformance with Master Plan/Future Land Use Plan, prepares report for Planning Commission, applicant, attorney, Township Board
- Note that rezoning requests shall comply with a plan for the Township, plan commonly referred to as Master Plan/Future Land Use Plan

Planning Commission Review

- Planning Commission holds public hearing, makes recommendation to the Township Board. Note: Only a "conditional rezoning" can include conditions, which must be offered by the applicant
- Township Attorney prepared draft ordinance to include for consideration by the Planning Commission (or creates draft ordinance following PC recommendation for consideration by the Township Board)

Township Board Review

- Township Board considers draft Ordinance, furnishes decision

Publication

- The Township Clerk shall cause to be published a notice of adoption of this ordinance within 30 days of the date of its adoption. This ordinance shall take effect the day following its publication

CONTACT INFO:

Zoning Administrator
Saugatuck Township
3461 Blue Star Highway
Saugatuck, MI 49453
(269) 857-7721
Lynee Wells, AICP
lwells@saugatucktownship.org
Cell: (616) 648-3534

Building Inspector
Eric Davis
Cell: 616-218-3462
Office: 269-857-7721 Ext 108
Building@saugatucktownship.org

Fire District
Chris Mantels
3342 Blue Star Highway
Saugatuck, MI 49453
(269) 857-3000
inspections@saugatuckfire.org

Electrical Inspector
Gord Bosch
996 College Street
Holland, MI 49423
(616) 396-1448 (ph and fax)

Plumbing and Mechanical
Bob Modreske
2644 15th Avenue
Hopkins, MI 49328
(616) 477-4940 ph
(269) 793-7140 fax

For on-line forms visit www.saugatucktownship.org, and Click the *Permits & Forms* menu
To view the zoning map and ordinance, visit www.saugatucktownship.org, and click on Departments, Planning & Zoning