

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
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Saugatuck, MI 49453
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Plumbing and Mechanical
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Hopkins, MI 49328
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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