



Forms, Procedures, & Fee Schedule Zoning, Sign, & Vacation Proposals City of Jackson, Michigan

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Revised July 2012

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

Contact Information

1st Contact for
all Zoning Proposals

Neighborhood & Economic Operations
City Hall, 3rd floor
161 W. Michigan Avenue
Jackson, MI 49201
517.788.4060 (phone)
517.780.4781 (fax)

1st Contact for
all Street & Alley Vacations

Lynn Fessel, City Clerk
City Hall, 1st floor
161 W. Michigan Avenue
Jackson, MI 49201
517.768.6366 (phone)
517.788.4651 (fax)

Reviewer of

*District Changes, Planned Unit Developments,
Conditional Use Permits, Site Plan Reviews,
Alley & Street Vacations, Zoning & Sign Ordinance Appeals
and Interpretations*

Barry Hicks, AICP
Planning Director
Neighborhood & Economic Operations
City Hall, 3rd floor
161 W. Michigan Avenue
Jackson, MI 49201
bhicks@cityofjackson.org (email)
517.768.6433 (phone)
517.780.4781 (fax)

Fee Schedule

District Changes (Rezoning):

Rezoning property to an R-1 or R-2 District	\$230.00
<i>Plus, each acre or portion thereof</i>	<i>\$25.00</i>
Rezoning Property to an R-2, R-3, R-4, R-5 or R-6 District.....	\$230.00
<i>Plus, each acre or portion thereof</i>	<i>\$40.00</i>
Rezoning property to C-1, C-2, C-3, C-4, I-1 or I-2.....	\$305.00
<i>Plus, each acre or portion thereof</i>	<i>\$75.00</i>
Text amendment	\$230.00

II

Planned Unit Developments:

Planned Unit Development Developments.....	\$230.00
<i>Plus, each acre or portion thereof</i>	<i>\$40.00</i>
Planned Building Group Shopping Centers.....	\$305.00
<i>Plus, each acre or portion thereof</i>	<i>\$75.00</i>

II

Conditional Use Permits:

Conditional Use Permit request.....	\$200.00
<i>Plus, each acre or portion thereof</i>	<i>\$40.00</i>
Amendment of a Conditional Use Permit	\$160.00

II

Site Plan Reviews:

Based Upon the Square Footage of Building(s):

0 - 2,500 sq ft	\$115.00
2,501 - 5,000 sq ft	\$150.00
5,001 - 10,000 sq ft	\$230.00
10,001 - 15,000 sq ft	\$310.00
15,001 - 25,000 sq ft	\$380.00
25,001 - 35,000 sq ft	\$460.00
35,001 - 50,000 sq ft	\$530.00
50,001 - 65,000 sq ft	\$610.00
65,001 - above sq ft	\$765.00
Amendment of a Site Plan.....	\$150.00

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

II

Appeals from Zoning Decisions:

Appeals in a R-1 District.....	\$165.00
Appeals in a R-2, R-3, R-4, R-5 or R-6 District.....	\$225.00
Appeals in a C-1, C-2, C-3, C-4, I-1 or I-2 District	\$300.00
Interpretations of the Zoning Text or Map	\$115.00

II

Appeals from Signage Decisions:

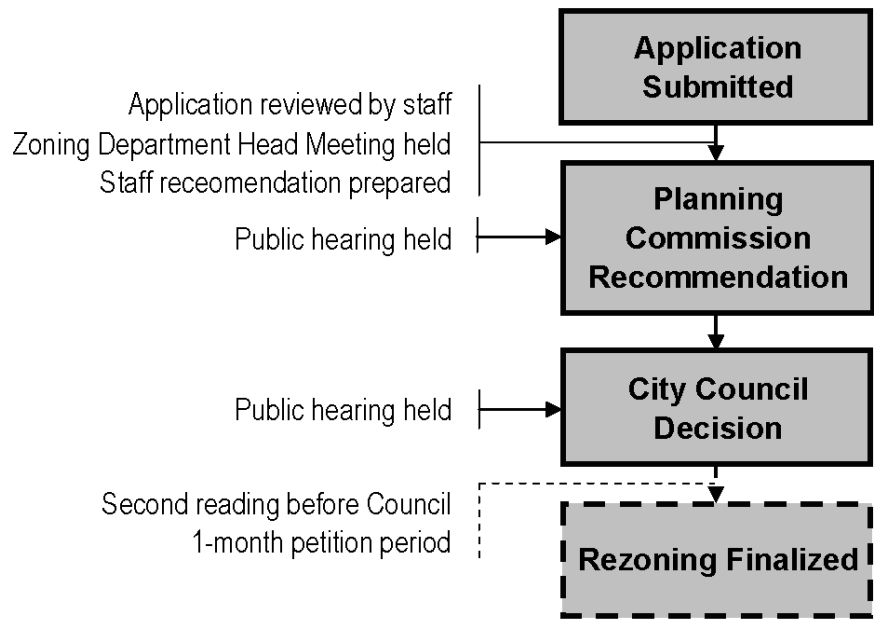
Appeals in a R-1, R-2, or R-5 District	\$85.00
Appeals in a R-3, R-4, or R-6 District	\$115.00
Appeals in a C-1, C-2, C-3, C-4, PB, I-1 or I-2 District	\$150.00
Interpretations of the Signage Text or Map	\$65.00
Special Meeting.....	\$65.00

II

Street and Alley Vacations:

Alley Vacations.....	No Fee
Street Vacations.....	No Fee

**Review Process
District Change (Rezoning)**





Application for District Change (Rezoning)
Before the City Planning Commission
City of Jackson, Michigan

1. Application PDC _____ Date Filed: ____/____/____
To be filled out by N&EO Staff *To be filled out by N&EO Staff*

2. _____
Name(s)

Street Address _____ *Email*
 _____ , _____ (_____) _____ - **Owners Occupants Buyers**
City State Zip Phone Number Status of the Applicant (Circle One)*

of the property located at: _____ , _____
Street Address Zip Code
 property identification #: _____

I (we) respectfully request a determination be made by the City Planning Commission on the following change of zoning as provided in §28-183 of the Zoning Ordinance:

3. Current zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2 PUDD
Circle One

Proposed zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2
Circle One

The proposed use is: _____

5. I certify that the information provided above is correct to the best of my belief and knowledge.

Name & Title _____ *Name & Title*

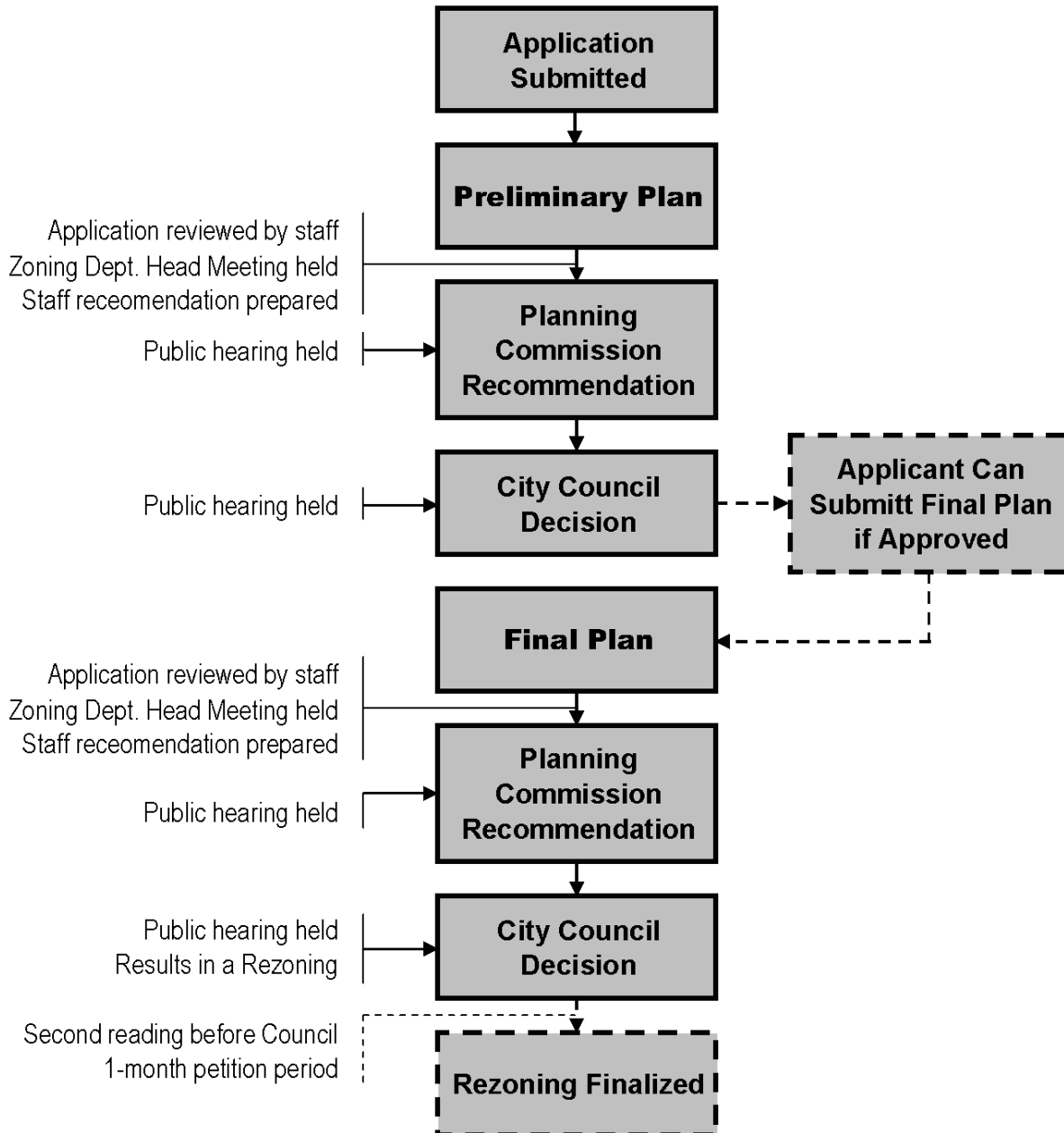
Signature _____ *Signature*

6. **City Clerk Use Only:**
 Date: ____/____/____ Fee: \$ _____ Receipt #: _____

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

**Review Process
Planned Unit Development
(PUDD, PURD, & PB)**





Application for Planned Unit Development District Before the City Planning Commission City of Jackson, Michigan

1. Application	PPUDD _____ <small>To be filled out by N&EO Staff</small>	Date Filed: _____ / ____ / ____ <small>To be filled out by N&EO Staff</small>
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2. _____
Name(s)

<small>Street Address</small>	<small>Email</small>
_____ , _____ (_____) _____ - _____ <small>City State Zip Phone Number</small>	Owners Occupants Buyers <small>Status of the Applicant* (Circle One)</small>

of the property located at: _____ , _____
Street Address Zip Code

property identification #: _____

I (we) respectfully request a determination be made by the City Planning Commission on a Planned Unit Development District as provided in §28-48 of the Zoning Ordinance:

3. Property zoning: **R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2**
Circle One

The proposed development can be described as: _____

4. A preliminary site plan and documentation meeting the requirements of §28-48(f) of the Zoning Ordinance, including an appropriate scale, shall be submitted showing the subject property and adjacent properties. A final site plan meeting the requirements of §28-48(g) of the Zoning Ordinance will be required at a later time.

5. I certify that the information provided above is correct to the best of my belief and knowledge.

<small>Name & Title</small>	<small>Name & Title</small>
<small>Signature</small>	<small>Signature</small>

6. City Clerk Use Only:	Date: _____ / ____ / ____	Fee: \$ _____	Receipt #: _____
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* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals



Application for Planned Building Group Shopping Center Before the City Planning Commission City of Jackson, Michigan

1. Application PPUDD _____ Date Filed: ____/____/____
To be filled out by N&EO Staff *To be filled out by N&EO Staff*

2. _____
Name(s)

_____ *Street Address* _____ *Email*
_____, _____ (_____) _____ - _____ **Owners Occupants Buyers**
City State Zip Phone Number Status of the Applicant (Circle One)*

of the property located at: _____, _____
Street Address Zip Code
property identification #: _____

I (we) respectfully request a determination be made by the City Planning Commission on a Planned Building Group Shopping Center as provided in §28-160 of the Zoning Ordinance:

3. Property zoning: **C-1 C-2 C-3 C-4**
Circle One

The proposed development can be described as: _____

4. A preliminary site plan and documentation meeting the requirements of §28-160(a) and -155 of the Zoning Ordinance, including an appropriate scale, shall be submitted showing the subject property and adjacent properties. A final site plan meeting the requirements of §28-160(c) of the Zoning Ordinance will be required at a later time.

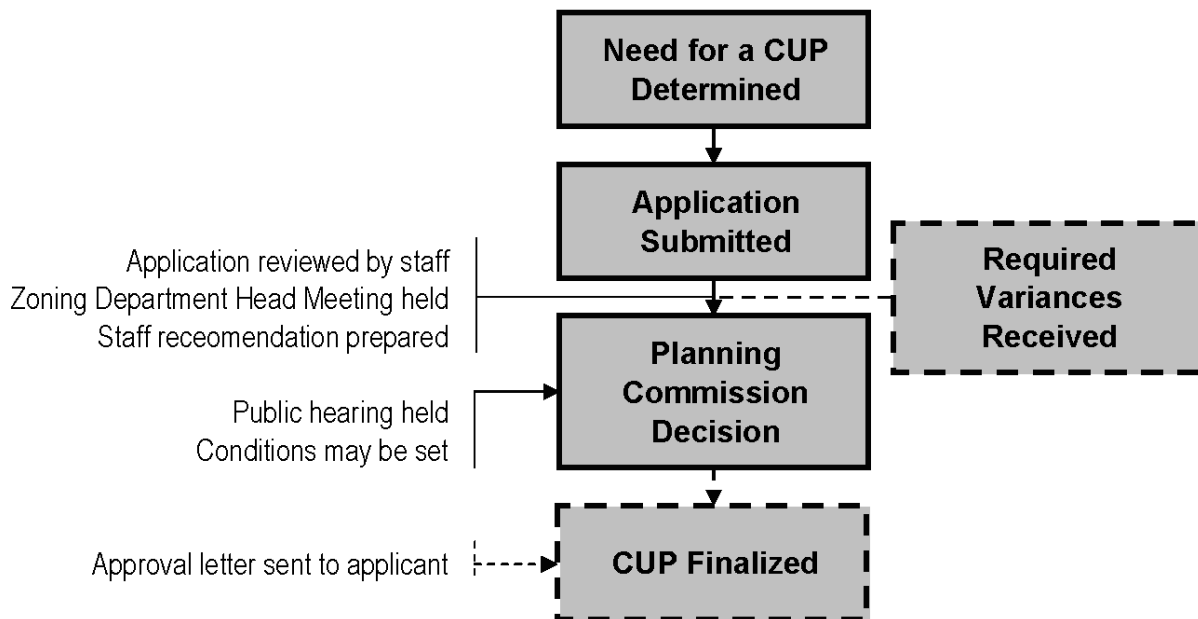
5. I certify that the information provided above is correct to the best of my belief and knowledge.

_____ *Name & Title* _____ *Name & Title*
_____ *Signature* _____ *Signature*

6. **City Clerk Use Only:**
Date: ____/____/____ Fee: \$ _____ Receipt #: _____

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

**Review Process
Conditional Use Permit (CUP)**





Application for Conditional Use Before the City Planning Commission City of Jackson, Michigan

1. Application PCUP _____ Date Filed: ____/____/____
To be filled out by N&EO Staff *To be filled out by N&EO Staff*

2. _____
Name(s)

Street Address Email
_____, _____ (_____) - _____
City State Zip Phone Number Owners Occupants Buyers
Status of the Applicant* (Circle One)

of the property located at: _____, _____
Street Address Zip Code

property identification #: _____

I (we) respectfully request a determination be made by the City Planning Commission on a Conditional Use as provided in §28-145 of the Zoning Ordinance:

3. Property zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2
Circle One

The following Conditional Use is being requested: [§28-71 (_____)] _____

4. A site plan meeting the requirements of §28-135 of the Zoning Ordinance, including an appropriate scale, shall be submitted showing the subject property and adjacent properties. The site plan shall show the location of the property of the proposed use as it meets the requirements of the Zoning Ordinance.

5. I certify that the information provided above is correct to the best of my belief and knowledge.

Name & Title Name & Title

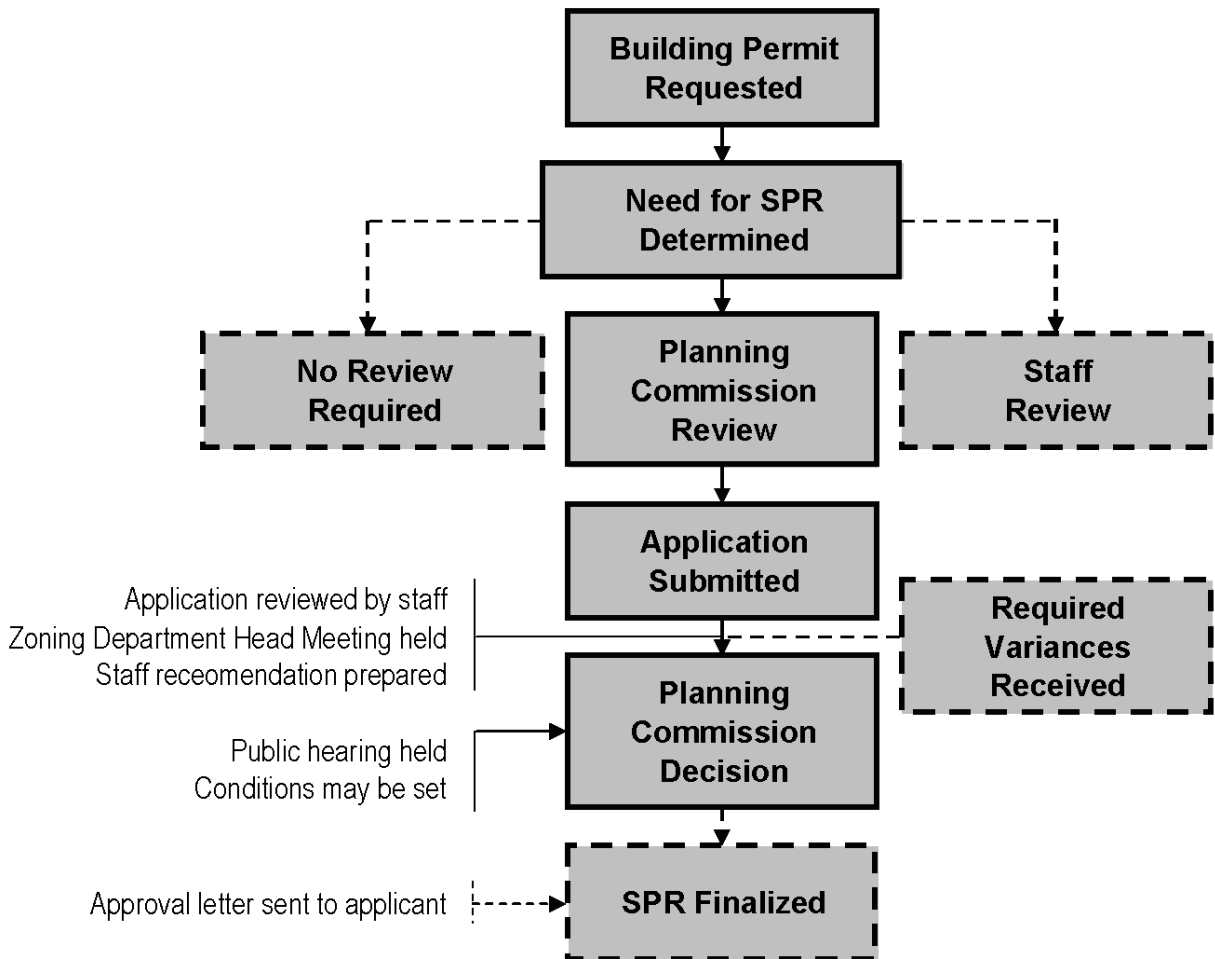
Signature Signature

6. City Clerk Use Only:
Date: ____/____/____ Fee: \$ _____ Receipt #: _____

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

**Review Process
Site Plan Review (SPR)**





Application for Site Plan Review Before the City Planning Commission City of Jackson, Michigan

1. Application	PSP _____ <i>To be filled out by N&EO Staff</i>	Date Filed: ____/____/____ <i>To be filled out by N&EO Staff</i>
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2. _____
Name(s)

_____ <i>Street Address</i>	_____ <i>Email</i>						
_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip</i>	(_____) _____ <i>Phone Number</i>	- _____	Owners	Occupants	Buyers
<i>Status of the Applicant* (Circle One)</i>							

of the property located at: _____, _____
Street Address Zip Code

Property identification #: _____

I (we) respectfully request a determination be made by the City Planning Commission on a Site Plan as provided in §28-135 of the Zoning Ordinance:

3. Property zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2
Circle One

A site plan for the following use is being requested: _____

4. A site plan meeting the requirements of §28-135 of the Zoning Ordinance, including an appropriate scale, shall be submitted showing the subject property and adjacent properties. The Site Plan shall show the location of the property of the proposed use as it meets the requirements of the Zoning Ordinance.

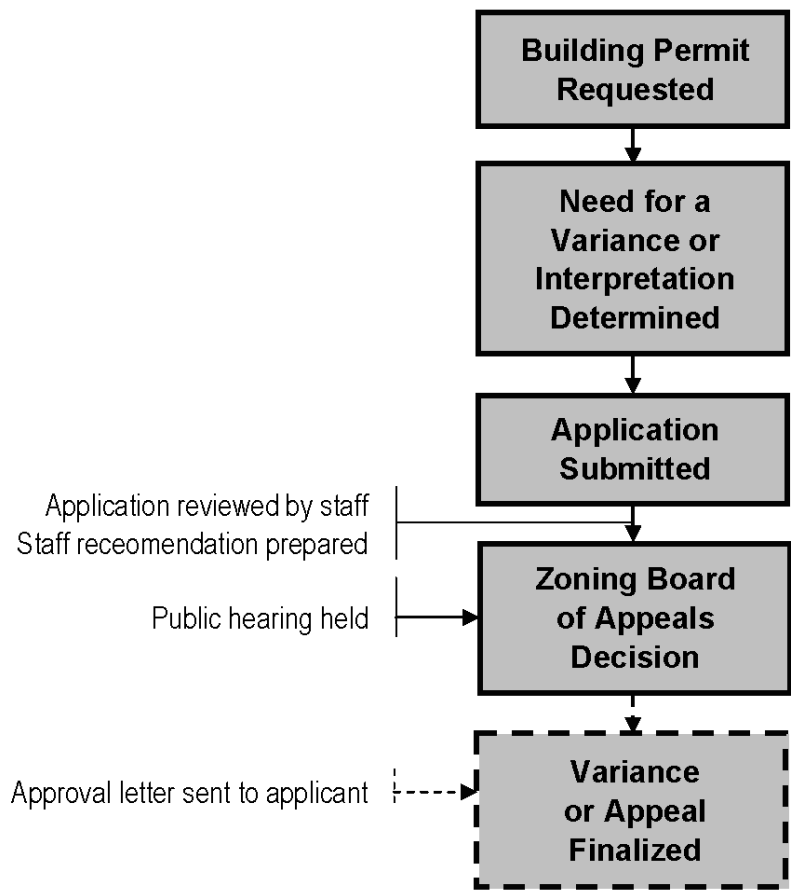
5. I certify that the information provided above is correct to the best of my belief and knowledge.

_____ <i>Name & Title</i>	_____ <i>Name & Title</i>
_____ <i>Signature</i>	_____ <i>Signature</i>

6. City Clerk Use Only:	Date: ____/____/____	Fee: \$ _____	Receipt #: _____
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* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Review Process
Variance or Interpretation
Zoning & Sign Ordinances



Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals



Appeal from a Zoning Decision (Dimensional Variance)
Before the Zoning Board of Appeals
City of Jackson, Michigan

1. Application V _____ Date Filed: _____ / _____ / _____
To be filled out by N&EO Staff To be filled out by N&EO Staff

2. _____
Name(s)

_____ Street Address _____ Email
 _____ , _____ (_____) _____ - **Owners Occupants Buyers**
City State Zip Phone Number Status of the Applicant* (Circle One)

of the property located at: _____ , _____
Street Address Zip Code

Property identification #: _____

I (we) respectfully request a determination be made by the Zoning Board of Appeals concerning the denial of a Zoning Permit as provided in §28-239 of the Zoning Ordinance:

3. Property zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2
Circle One

4. The following variance is requested: [§28- _____] _____

6. The following substantial property rights will be denied if this petition is not granted:

7. Each of **THE FOLLOWING ITEMS MUST BE ADDRESSED**. Your application will be considered incomplete and will not go before the Zoning Board of Appeals until this section is complete. Please attach to this application, or submit electronically, your response to each item.

§28-238(c). – Variances. In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

- 1) There are exceptional or extraordinary conditions applying to the property that do not apply to other properties or classes of uses in the same zoning district.
 - 2) The exceptional or extraordinary conditions do not result from the actions of any person with a current interest in the property.
 - 3) Strict compliance with this chapter would unreasonably prevent the applicant from using the property for a permitted purpose or would create practical difficulties in conforming to the requirements of this chapter.
 - 4) The authorizing of such variance will not be of substantial detriment to adjacent property, alter the essential character of the area, and will not impair the purposes of this chapter or the public interest.
 - 5) The variance is the minimum variance possible for reasonable use of the property.
 - 6) The variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in public streets or increase the danger of fire or endanger the public safety or substantially diminish property values within the area.
 - 7) Such variance shall in no manner or guise be construed to allow a change of use but shall allow only a variation or modification from the provisions of this chapter.
8. I certify that the information provided above is correct to the best of my belief and knowledge.

Name & Title

Name & Title

Signature

Signature

9. Signature of the Title of Review Official, City of Jackson Inspection Department

Name & Title

() -

Telephone Number

Signature

10. City Use Only:

Date: ____ / ____ / ____

Fee: \$ _____

Receipt #: _____

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals



Appeal from a Zoning Decision (Use Variance)

Before the Zoning Board of Appeals

City of Jackson, Michigan

1. Application V _____ Date Filed: ____/____/____
To be filled out by N&EO Staff To be filled out by N&EO Staff

2. _____
Name(s)

_____ Street Address _____ Email
 _____, _____ (_____) _____ - **Owners Occupants Buyers**
City State Zip Phone Number Status of the Applicant* (Circle One)

of the property located at: _____, _____
Street Address Zip Code

Property identification #: _____

I (we) respectfully request a determination be made by the Zoning Board of Appeals concerning the denial of a Zoning Permit as provided in §28-239 of the Zoning Ordinance:

3. Property zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2
Circle One

4. The following variance is requested: [§28- _____] _____

6. The following substantial property rights will be denied if this petition is not granted:

7. Each of **THE FOLLOWING ITEMS MUST BE ADDRESSED**. Your application will be considered incomplete and will not go before the Zoning Board of Appeals until this section is complete. Please attach to this application, or submit electronically, your response to each item.

§28-238(d). – Variances. In authorizing a variance with conditions, the board shall require such evidence and bond as it may deem necessary to ensure that the conditions are being and will be complied with. No variance in the provisions or requirements of this chapter shall be authorized by the board unless the board finds, by a preponderance of the evidence that all of the following facts and conditions exist:

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

- 1) The property cannot be reasonably used for any purpose permitted in the zoning district. There must be financial proof of the applicant's inability to realize any reasonable return; speculations or a quantity assessment is inadequate.
- 2) The need for the variance is due to unique circumstances peculiar to the property and not generally applicable to the area or to other properties in the same zoning district. The applicant must demonstrate that there are unique features that make it impossible to earn a reasonable return without some adjustments. In those circumstances where others share the difficulty, the zoning board of appeals may find that relief should be accomplished by an amendment to the zoning ordinance, not a variance.
- 3) The problem and resulting need for the variance has not been self-created by the applicant.
- 4) The variance will not alter the essential character of the area. In determining whether this criteria has been met, the established type and pattern of land uses in the area and the natural characteristics of the site and surrounding area shall be considered.

8. I certify that the information provided above is correct to the best of my belief and knowledge.

Name & Title

Name & Title

Signature

Signature

9. Signature of the Title of Review Official, City of Jackson Inspection Department

Name & Title

() -

Telephone Number

Signature

10. City Use Only:

Date: ____ / ____ / ____

Fee: \$ _____

Receipt #: _____

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals



Interpretation of the Zoning Text or Map
Before the Zoning Board of Appeals
City of Jackson, Michigan

1. Application V _____ Date Filed: ____/____/____
To be filled out by N&EO Staff To be filled out by N&EO Staff

2. _____
Name(s)

Street Address _____ Email _____
City, State Zip () - Owners Occupants Buyers
Phone Number Status of the Applicant* (Circle One)

of the property located at: _____, _____
Street Address Zip Code

Property identification #: _____

I (we) respectfully request an interpretation of the zoning text or map by the Zoning Board of Appeals as provided in §28-240 of the Zoning Ordinance:

3. Property zoning: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2
Circle One

4. The following interpretation is requested: [§28- _____] _____

5. The following exceptional conditions apply to this property and distinguish it from other properties or classes of uses in the surrounding areas: _____

6. The following substantial property rights will be denied if this petition is not granted: _____

7. I (we) believe that authorization of this request will not be of substantial detriment to adjacent property and will not impair the purposes of the Zoning Ordinance or the public interest; and understand that granting of this request shall in no manner or guise be construed to mean a change of use, but shall mean only a variation or modification from provisions of the Zoning Ordinance.

8. The PLOT MAP of the premises which has been drawn on this page (or is attached) contains all of the necessary dimensions to describe this application.

9. I certify that the information provided above is correct to the best of my belief and knowledge.

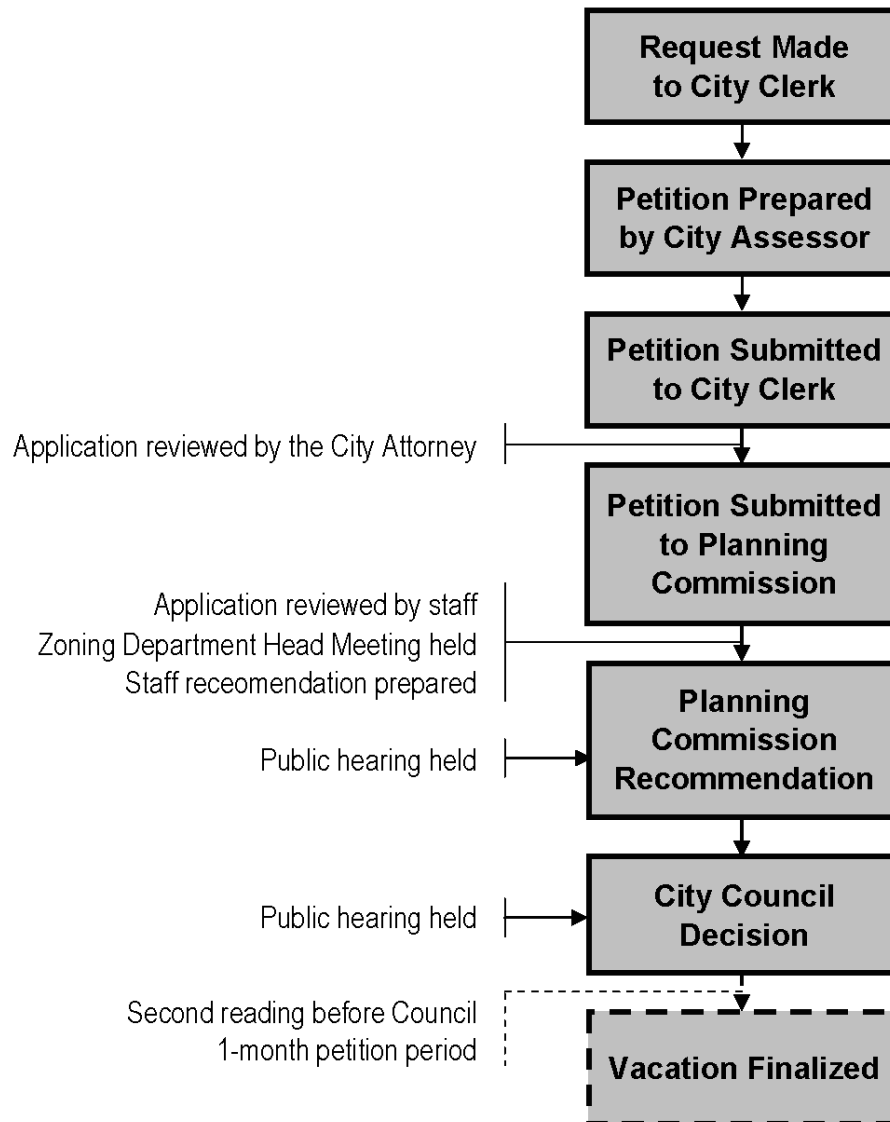
Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

_____ <i>Name & Title</i>	_____ <i>Name & Title</i>
_____ <i>Signature</i>	_____ <i>Signature</i>
10. Signature of the Title of Review Official, City of Jackson Inspection Department	
_____ <i>Name & Title</i>	() - <i>Telephone Number</i>
_____ <i>Signature</i>	

11. City Clerk Use Only:		
Date: / /	Fee: \$	Receipt #:

* If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

**Review Process
Alley/Street Vacation (closing)**



Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals



Procedure for Street and Alley Vacations (Closings)

Before the City Planning Commission City of Jackson, Michigan

Please be informed that in order for the City Council to vacate a street or alley a petition to do so must be circulated. The following information must be provided on the petition. It is suggested that the petition circulator follow the steps that are set forth below:

1. Obtain this procedure form from the City Clerk's Office
2. Visit the City Assessor's office on the 9th floor of City Hall. The Assessor's office will:
 - a. Determine if the street/alley is public or private. If the street/alley is private, no City Council action is required.
 - b. Prepare and place the legal description on a petition.
 - c. Provide the petition circulator with a listing of all title owners of record for each lot or parcel abutting the street or alley to be vacated, including the names of any land contract purchasers of record, and a copy of a plat map showing the affected properties. (Completion of this process may take a few days.)
3. Review the records of the Jackson County Register of Deeds to confirm that the names of persons with interest in the affected parcels, as supplied by the City Assessor's office, are complete and accurate. In lieu of searching the records, the petition circulator may wish to request a search by a title company. There will be a charge for this service. (FAILURE TO LIST ALL PERSONS WITH INTEREST IN THE AFFECTED PROPERTIES MAY INVALIDATE THE PETITION.)
4. Obtain the signatures of each of the persons listed in the above-described records on the petition provided.
 - a. Signatures must be in the name of each individual with an interest; i.e., Jane Doe and John Doe, not Mr. and Mrs. John Doe.
 - b. Corporations must be signed for by the Chief Executive Officer or authorized person. An authorization or other corporate document naming the individual with authority to sign on behalf of the corporation or entity must be provided to the City with the signed petition.
5. File the completed petition with the City Clerk, and the following steps will be taken by the City of Jackson:
 - a. The City Clerk will place the petition on the City Council agenda for receipt and referral to staff.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

- b. The petition will be reviewed by the City Attorney's office to verify its legality, then forwarded to the City Planning Commission.
- c. The City Planning Commission staff will conduct their investigation and make a recommendation to the City Planning Commission who will consider the petition.
- d. The City Clerk's office will receive the recommendation from the City Planning Commission, prepare a resolution, and place the item on the City Council agenda for consideration.

If there are any questions regarding this procedure, please contact the City Attorney's office at 517.788.4050.

NOTE: Any Vacation by the City of Jackson will be subject to a reservation of utility rights-of-way in the street or alley. Therefore, any building or structure erected may not be permitted if it infringes upon the utility rights-of-way. Further, if you plan to erect a building or structure on a vacated street or alley, make certain that it complies with the City's Zoning Ordinance.