



**CITY OF WARREN  
PLANNING COMMISSION**

LORI M. STONE, MAYOR  
ONE CITY SQUARE, STE. 315  
WARREN, MICHIGAN 48093-5283

CONTACT THE PLANNING DEPARTMENT  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# REZONING APPLICATION

- STANDARD REZONING**
    - \$1,500 up to, and including, 2 acres
  - REZONING WITH CONDITIONS**
    - \$2,000 up to, and including, 2 acres
  - PLANNED UNIT DEVELOPMENT (PUD)**
    - \$2,500 up to, and including, 2 acres
- + \$50 per additional acre, or portion thereof (fee rounds up)**

**REZONING SIGN DEPOSIT: \$500**

(Application effective 7-8-24) (Fee effective 8-10-21)

**PLEASE TYPE OR PRINT**

DESCRIPTION OF PROPOSED CHANGE IN USE (based on Letter of Intent): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT ZONING DISTRICT(S): \_\_\_\_\_ PROPOSED ZONING DISTRICT(S): \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

PARCEL P.I.N.: 12-13-\_\_\_\_\_

*Attach additional sheet(s) if more than one address/parcel*

LEGAL OWNER: \_\_\_\_\_

(PRINT) Contact Name & Company Phone Email

Address City/State/Zip

PROFESSIONAL\*: \_\_\_\_\_

(PRINT) Contact Name & Company Phone Email

*\*Must be licensed by the State of Michigan*

Address City/State/Zip

APPLICANT: \_\_\_\_\_

(PRINT) Contact Name & Company Phone Email

Address City/State/Zip

Signature of Legal Owner (Attached AFFIDAVIT OF OWNERSHIP OF LAND must be completed) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Professional (Site Plan Preparer) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant (Representative for Development) \_\_\_\_\_ Date \_\_\_\_\_

# REZONING CHECK OFF LIST

**As you, the representative, complete these items, you need to check them off. We will not accept application packets without all items checked off and completed.**

- Application shall be completed, signed, and dated.
- Affidavit of Ownership of Land shall be completed, signed, and notarized. If there is more than one owner, a separate affidavit is required for each of them.
- The property owner shall be listed on the application and affidavit. If the owner is a business or LLC, a person's contact name is required.
- For communication purposes, provide all phone numbers and email addresses for each person listed on the application.
- Submit two (2) separate checks payable to the *City of Warren* for the applicable rezoning and sign deposit fees as stated on the application. The sign deposit will be returned when the project is completed.
- If this is a Planned Unit Development (PUD) or a Conditional Rezoning, the proposed legal agreement must be included in the application packet.
- Submit twenty (20) copies of site plans that are signed and sealed by an Architect, Engineer, Land Surveyor, or AICP Planner and submit an electronic copy on a USB. Contact the Planning Department if other options are necessary.
- Submit thirteen (13) copies of property surveys that are signed and sealed by a Land Surveyor.
- Submit a Letter of Intent describing the reason for the rezoning request and the proposed use of the property.
- Provide the current and proposed Zoning Districts on the application.
- Provide the Legal Description for the part of the property to be rezoned (as some properties have more than one zone) on the concept site plan and on the USB in Word format.
- Provide a Site Data Chart on the site plan.
- Provide a Location Map on the site plan.
- If the property has any delinquent taxes, your application packet will not be accepted.**

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature required or the application package will not be accepted.)

**Employee Only (please initial):** \_\_\_\_\_

1. Verify all items have been completed and checked off.
2. Stamp the application and at least one sheet of the plans.
3. Let the applicant know the Planning Commission meeting date.
4. Make a copy of the check.
5. Put a brief description on the agenda.



**AFFIDAVIT OF OWNERSHIP OF LAND**

I/WE \_\_\_\_\_  
Name(s) of Owner(s)

OF \_\_\_\_\_  
Address, City, State                      Zip                      Telephone                      Email

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title of Officer(s)                      Name of Company

BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT \_\_\_\_\_  
I/We/It

\_\_\_\_\_ RECORDED LAND CONTRACT PURCHASER(S) / \_\_\_\_\_ RECORDED DEED HOLDER(S) OF LAND  
FOR WHICH SUBMITTAL HAS BEEN/WILL BE MADE TO THE CITY OF WARREN, MACOMB COUNTY,  
MICHIGAN IN A:

**PETITION FOR HEARING BY THE CITY OF WARREN PLANNING COMMISSION**

FURTHER, THAT \_\_\_\_\_  
Name(s) of Applicant(s)

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title of Officer(s)                      Name of Company

OF \_\_\_\_\_  
Address, City, State                      Zip                      Telephone

IS/ARE MY/OUR DESIGNATED REPRESENTATIVE(S) IN THE PROCESSING OF SAID PETITION.

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, BEFORE ME PERSONALLY CAME  
\_\_\_\_\_, TO ME KNOWN TO BE THE INDIVIDUAL(S) NAMED IN  
AND WHO EXECUTED THE FOREGOING AFFIDAVIT, FOR THE PURPOSE AS STATED, AND  
ACKNOWLEDGED THAT HE/SHE/THEY DID SO OF HIS/HER/THEIR OWN FREE WILL AND DEED.

\_\_\_\_\_  
NOTARY PUBLIC, \_\_\_\_\_ COUNTY, MICHIGAN  
MY COMMISSION EXPIRES: \_\_\_\_\_

**NOTICE TO OWNER**

**IF A REPRESENTATIVE APPEARS ON YOUR BEHALF, THE REPRESENTATIVE/APPLICANT SHALL  
CONTACT THE PLANNING DEPARTMENT BY LETTER OR EMAIL AND MAKE THEMSELVES KNOWN.  
FAILURE TO ANSWER ANY QUESTION FROM THE COMMISSION MAY RESULT IN YOUR REQUEST  
BEING TABLED OR DENIED. IT IS RECOMMENDED THAT YOU APPEAR IN PERSON.**



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# Rezoning Procedures

## **STANDARD REZONING PROCEDURE:**

1. A completed application, Affidavit of Ownership of Land, **twenty (20) copies of a conceptual site plan, thirteen (13) copies of a property survey describing the existing individual Zoning Districts and the resultant Zoning Districts, and the applicable fees** must be submitted to the Planning Department. **The applicant shall also attach a Letter of Intent to the application describing the reason a rezoning is being requested and detailing any hardships, if any, that have occurred in developing the property as currently zoned.**
2. In addition to the application fee, the applicant must also provide a **separate \$500 rezoning sign deposit** at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and will remain until after the City Council public hearing. When the project is completed, the rezoning sign will be removed by the City and the \$500 rezoning sign deposit will be returned to the applicant.
3. The rezoning request will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their request. Attendance by the applicant/legal owner at the Planning Commission meeting is **mandatory**.
4. The Planning Commission will hold a public hearing and issue their recommendation regarding the request. This recommendation and background information is then forwarded to City Council. The applicant will also receive formal correspondence from the Planning Commission Secretary detailing the Planning Commission's recommendation.
5. The applicant will receive a notice informing them of the City Council public hearing scheduled for their request. Attendance at the City Council meeting is **mandatory**.
6. City Council will hold a public hearing and either approve, approve with conditions, or deny the rezoning request. If the request is approved, a resolution and map are filed with the City Clerk. The City Clerk publishes the official ordinance and map in a local newspaper. The rezoning will take effect seven (7) days from the date of publication.

## **REZONING WITH CONDITIONS PROCEDURE:**

1. A completed application, Affidavit of Ownership of Land, **twenty (20) copies of a conceptual site plan, thirteen (13) copies of a property survey describing the existing individual Zoning Districts and the resultant Zoning Districts, and the applicable fees** must be submitted to the Planning Department. **The applicant shall also attach a Letter of Intent to the application describing the reason a rezoning is being requested and detailing any hardships, if any, that have occurred in developing the property as currently zoned.**
2. In addition to the application fee, the applicant must also provide a **separate \$500 rezoning sign deposit** at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and will remain until after the City Council public hearing. When the project is completed, the rezoning sign will be removed by the City and the \$500 rezoning sign deposit will be returned to the applicant.
3. The applicant shall provide a list of conditions to the Planning Department that will address important issues associated with the site. The list of conditions shall be forwarded to the Department of Law to be placed in proper form representing a legal agreement between the owner and the City. The legal agreement shall remain fluid throughout the entire process until a final decision is made by City Council.
4. The conditional rezoning request will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their request. Attendance by the applicant/legal owner at the Planning Commission meeting is **mandatory**.
5. The Planning Commission will hold a public hearing and issue their recommendation regarding the request. This recommendation and background information is then forwarded to City Council. The applicant will also receive formal correspondence from the Planning Commission Secretary detailing the Planning Commission's recommendation.
6. The applicant will receive a notice informing them of the City Council public hearing scheduled for their request. Attendance at the City Council meeting is **mandatory**.
7. City Council will hold a public hearing and either approve, approve with conditions, or deny the conditional rezoning request. If the request is approved, a resolution, map, and conditions are filed with the City Clerk. The City Clerk publishes the official ordinance and map in a local newspaper. The rezoning will take effect seven (7) days from the date of publication. The Attorney's Office sends the legal agreement to get recorded with the Macomb County Register of Deeds.

## **PLANNED UNIT DEVELOPMENT (PUD) PROCEDURE:**

1. A completed application, Affidavit of Ownership of Land, **twenty (20) copies of a conceptual site plan, thirteen (13) copies of a property survey describing the existing individual Zoning Districts and the resultant Zoning Districts, and the applicable fees** must be submitted to the Planning Department. **The applicant shall also attach a Letter of Intent to the application describing the reason a rezoning is being requested and detailing any hardships, if any, that have occurred in developing the property as currently zoned.**
2. In addition to the application fee, the applicant must also provide a **separate \$500 rezoning sign deposit** at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and will remain until after the City Council public hearing. When the project is completed, the rezoning sign will be removed by the City and the \$500 rezoning sign deposit will be returned to the applicant.
3. The applicant shall provide a conceptual site plan to the Planning Department indicating the total development of the site and a legal agreement addressing all details that may or may not differ from the requirements of the Zoning Ordinance. The conceptual site plan and the legal agreement shall be forwarded to the Department of Law to be reviewed and placed in proper form to meet all general requirements of the City. The conceptual site plan and legal agreement shall remain fluid throughout the entire process until a final decision is made by City Council.
4. The Planned Unit Development (PUD) rezoning request will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their request. Attendance by the applicant/legal owner at the Planning Commission meeting is **mandatory**.
5. The Planning Commission will hold a public hearing and issue their recommendation regarding the request. This recommendation and background information is then forwarded to City Council. The applicant will also receive formal correspondence from the Planning Commission Secretary detailing the Planning Commission's recommendation.
6. The applicant will receive a notice informing them of the City Council public hearing scheduled for their request. Attendance at the City Council meeting is **mandatory**.
7. City Council will hold a public hearing and either approve, approve with conditions, or deny the rezoning request. If the request is approved, a resolution, map, and conditions are filed with the City Clerk. The City Clerk publishes the official ordinance and map in a local newspaper. The rezoning will take effect seven (7) days from the date of publication. The Attorney's Office sends the legal agreement to get recorded with the Macomb County Register of Deeds.



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# Rezoning Plan Requirements

Please be sure to include as much of the information listed below as possible on the concept site plan:

## A. Title Block

1. Project Name and Address
2. Designer Name and Address
3. Drawing Date
4. North Arrow with Drawing Scale
5. Embossed/Stamped and Signed Seal

## B. Property Description

1. Legal Description (match or update City records)
2. P.I.N. Number(s)
3. Property Lines, Bearings, and Distances
4. Small Location Map
5. 100 and 500-year Flood Plain Boundaries

## C. Zoning Ordinance Requirements

1. Provide setbacks for all structures, impermeable areas, storage areas, etc. (measured to property lines)
2. Site Data Chart must contain the following:
  - a. Zoning District(s) and setbacks (required, existing, and proposed)
  - b. Site area (square footage or acreage)
  - c. Area of proposed structure(s)
  - d. Structure height
  - e. Proposed open storage area
  - f. Proposed outdoor sales area
  - g. Parking requirements for proposed use
  - h. Proposed parking area(s)

## D. Structures (dimensioned)

1. Principal Structure(s)
2. Accessory Structure(s)
3. Trash Enclosure(s)
4. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)
5. Storage Area(s)

## E. Impermeable Surface Areas (dimensioned)

1. Parking Area(s)
2. Driveway(s) (twenty-six (26) foot minimum)
3. Public/Private Sidewalk(s)
4. Plaza(s)

## F. Parking Areas and Circulation (dimensioned)

1. Parking Area(s)
2. Barrier-Free Parking Space(s)
3. Loading Zone(s)
4. Maneuvering Lane(s)
5. Vehicle Circulation Arrows

## G. Abutting Properties (within fifty (50) feet)

1. Zoning District(s)
2. Structure(s) and uses of close proximity
3. Driveway(s)
4. Sidewalk(s)
5. Parking Area(s)

## **H. Public/Private Streets and Roads (dimensioned)**

1. Name and Class (thoroughfare, collector, residential)
2. Defined Centerline
3. Existing and Planned Right-of-Ways
4. Public Alley(s), Walkway(s), etc.