



City of Reed City

APPLICATION FOR SPECIAL LAND USE

1. An application for Special Land Use of a parcel(s) of land may be submitted only by the **owner of record** of the parcel(s) or by an **authorized agent** of the owner of record.
2. Application of a rezoning will be submitted to the Zoning Administrator's Office at City Hall. The application shall be accompanied by the payment of the prescribed fee.
3. It is the applicant's responsibility to ensure that the application is complete. The Zoning Administrator will review the application for completeness. An incomplete application will not be forwarded.
4. Applications will be processed in the order in which they were received by the Zoning Administrator. The attached "Schedule of Public Hearings" will determine the date of the applications public hearings.
5. **NOTE:** Notice of the public hearing will be provided to owners and occupants within 300 feet of the subject rezoning. It is the applicants responsibility to provide a certified list of names and addresses of those parties within 300 feet of the boundaries in question.
6. It is the applicant's responsibility to review the Zoning Ordinance and apply for the appropriate Zone Classification. It is strongly encouraged that the applicant's review their proposed application with the Zoning Administrator before filling the application.

OWNER OF RECORD: I have read the above instructions and wish to apply for a rezoning of my property as indicated below:

Signature: _____

Printed Name: _____

Address: _____

Phone: _____ Home: _____ Work _____

☐ I am applying for this rezoning myself.

☐ The undersigned is authorized to apply for this rezoning on my behalf.

AUTHORIZED AGENT (If designated above) I have read the instructions and am applying for a rezoning of the described property as an agent for the owner of record:
Signature: _____

Printed Name: _____

Address: _____

Phone: _____ Home: _____ Work _____

APPLICATION NO. _____

City of Reed City
Property Information

Legal Description:

Permanent Parcel No: 67-52 _____

Address or Location: _____

Property Size: _____

REQUESTED SPECIAL LAND USE: _____

Current Zoning: _____
The following are **Required** as part of this application. The application is not considered complete until all items have been submitted.

_____ Application form

_____ Location map showing subject property and zoning of adjacent property

_____ Map showing all property within 300 feet of subject property

_____ List of Names and Addresses of Owner's and Occupants within 300 feet

_____ Review fee