



# Charter Township of Ypsilanti

## Office of Community Standards

7200 S. Huron Drive, Ypsilanti, MI 48197

Phone: (734) 544-4000 ext. #1

Website: <https://ypsitownship.org>

**OFFICE USE ONLY**

### Rezoning/ Conditional Rezoning/ Ordinance Text/ Master Plan Amendment Application Checklist

- |   |   |
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| <ul style="list-style-type: none"><li><input type="checkbox"/> The application is filled out in its entirety and includes the signature of the applicant</li><li><input type="checkbox"/> A legal description of the property, including the street address and tax code numbers of the subject property</li><li><input type="checkbox"/> A written description of how the requested rezoning satisfies the requirements identified in Section 2703</li><li><input type="checkbox"/> Fees</li><li><input type="checkbox"/> If applicant is not the property owner:<ul style="list-style-type: none"><li><input type="checkbox"/> Attached statement of the applicant's interest in the subject property</li><li><input type="checkbox"/> Name and address of the record owners</li><li><input type="checkbox"/> Record owners' and other interested parties' signed consent to the petition</li></ul></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> A site analysis plan, the scale of which shall be no less than one inch = 200 feet and includes the following:<ul style="list-style-type: none"><li><input type="checkbox"/> A title indicating the nature of the rezoning request, the applicant's name and the site address or general location</li><li><input type="checkbox"/> A legend indicating the owner of record, the engineer, surveyor or drafter, as applicable, the date of submission, scale and north arrow</li><li><input type="checkbox"/> A boundary survey of the subject property</li><li><input type="checkbox"/> The location of existing site boundary lines, buildings, structures or other improvements, parking areas, driveways, points of ingress and egress for the site and adjacent parcels</li><li><input type="checkbox"/> The location, width and names of existing streets and public or private easements adjacent to the site</li><li><input type="checkbox"/> The location of existing and proposed man-made features, including but not limited to drainage or utility structures or improvements</li><li><input type="checkbox"/> The location of existing natural features, including but not limited to the location of existing drainage courses, regulated floodplains or wetlands and other relevant information the Planning Commission has determined to be necessary and essential to making an informed recommendation to the Township Board</li><li><input type="checkbox"/> Existing and proposed zoning classification(s) of the site and adjacent parcels.</li></ul></li></ul> |
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### \*Rezoning/ Conditional Rezoning Only (in addition to information above)

- If a conditional rezoning, an owner of land may voluntarily offer written conditions relating to the use and/or development of land for which a conditional rezoning is requested. This offer may be made either at the time the application for conditional rezoning is filed, or additional conditions may be offered at a later time during the conditional rezoning process. See Section 1803 for more details.
- Applicant has agreed to post signage for public notice, adhering to the following guidelines:
  - Sign will be 3' x 3'
  - Sign to be painted white
  - Sign must say: "This property petitioned for rezoning from XX to XX" with four-inch tall block letters and state: "If you have any questions call the Charter Township of Ypsilanti Planning Department at 734-544-4000 ext. 1"
  - Sign shall indicate the rezoning identification number assigned by the Township with two-inch tall block letters.

