

**LOWELL CHARTER TOWNSHIP**  
**2910 Alden Nash SE**  
**Lowell, MI 49331**  
**Phone: 616-897-7600      Fax: 616-897-6482**  
*www.twp.lowell.mi.us*

**PROCEDURES TO REZONE PROPERTY**

**For all rezoning requests a public hearing is held by the Planning Commission which makes a recommendation to the Township Board which makes the final decision.**

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**1. Application Form and Fee Schedule**

An application form and fee schedule for rezoning can be obtained from the Township offices. The application fee covers the cost of advertising the public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

**2. Meeting Dates**

The Lowell Township Board of Trustees meets on the third Monday of each month at 7:00 P.M.

The Lowell Township Planning Commission meets on the second Monday at 7:00 P.M. and also at special meetings called by the Planning Commission.

Both the Board and Planning Commission meet in the public meeting room at the Lowell Township Hall, 2910 Alden Nash SE, Lowell, Michigan, 49331.

**3. Processing Period**

A rezoning application usually takes about 60 days to process.

**4. Application Procedures**

Whenever an application is filed to rezone property, the following steps are followed in processing the application.

- (a) An application for a rezoning is submitted to the Township Clerk or the Clerk's representative along with the required fee(s). **The application must be signed by the owner(s) of the property for which the application has been submitted.**
- (b) Upon receipt of the rezoning application and fee, the Township Clerk may send the application to the Planning Commission which will set a public hearing date **OR** the Clerk may consult with the Chair of the Planning Commission to set the public hearing date.
- (c) Notice of this public hearing is then published in the Lowell Ledger and notices are also mailed to occupants and property owners within 300 feet of the boundaries of the property to be rezoned. The notice must be published and mailed at least 15 days before the public hearing

The mailing list is taken from the most recent Township assessment roll. A notice is also sent to any utility, airport or railroad that registers its name with the Township for purposes of receiving such notice.

In cases where property within 300 feet of the site to be rezoned is within another municipality, the Lowell Township Clerk will obtain a list of those property owners and occupants in the adjoining municipality which are within 300 feet of the site to be rezoned and mail them a notice.

- (d) A report analyzing the rezoning may be prepared by the Township Planner for the Planning Commission.
- (e) The public hearing is held by the Planning Commission. The applicant and others in attendance are provided an opportunity to speak on the rezoning. Following the public hearing, the Planning Commission will vote to approve, deny, modify, or postpone the rezoning. **This vote is a recommendation to the Township Board.**
- (f) The recommendation of the Township Planning Commission is considered by the Township Board at the next regular Board meeting along with the written record from the public hearing. **The Board makes the final decision on these requests and may vote to approve, deny, modify, or postpone the rezoning.**
- (g) The applicant is notified in writing of the final disposition of the rezoning.
- (h) If the rezoning request is approved, the ordinance or summary of the ordinance is published in a local newspaper within 15 days of adoption. The rezoning request is effective seven days after publication.