

City of Flint

ZONING CHANGE REQUEST Application Procedures

1. Prior to application, we suggest discussing your request with the Planning and Zoning Office to ensure that the zoning request application process is understood. A request to change the zoning of property must be made by the property owner or the applicant must present written authorization from the property owner.
2. Submit application to the Planning and Zoning Office. Include with the application: the associated fee, a sketch of the property indicating the proposed zoning change, and any other information you feel necessary for the Planning Commission to review your request.
3. The Planning and Zoning staff will prepare a public notice to be published in the Flint Journal giving notice of the public hearing and outlining the applicant's request. In addition, a notice is sent to property owners within 300 feet of the subject site to inform them of the request and when and where the public hearing will take place.
4. The Planning and Zoning staff reviews the application, any additional materials submitted, and conducts a site visit. A staff review is generated and submitted to the Planning Commission on the merits of the application, planning principals, input from various City departments and agencies, and any other relevant background information.
5. Prior to the public hearing, the Planning Commission reviews all application materials, the staff review, and conducts a site visit of the subject site.
6. At the Planning Commission public hearing meeting, the applicant has the opportunity to address the Board regarding the zoning request. In addition, anyone with interest in the case is also given an opportunity to address the Board, either for or against the proposed zoning request. The Planning Commission considers all public input prior to rendering a recommendation.
7. After public comment is given, the Board Members will deliberate on the merits of the case and vote on a recommendation to forward to the Flint City Council. The application is then forwarded to City Council with the Planning Commission's recommendation.
8. The Flint City Council will schedule a public hearing, publish a notice of said public hearing and hold the public hearing at one of their regularly schedule meetings. The Flint City Council renders the final decision to approve or deny the application for the requested zoning change.
9. A zoning change is an amendment to the Zoning Map and requires adoption by Ordinance. Should the zoning change be approved, the City Council Office shall publish the Ordinance Amendment (in the Legal News) and the Ordinance (zoning change) shall be in effect 30 days after publication.