

# Charter Township of Union

## Isabella County, Michigan

2010 South Lincoln Road  
Mt. Pleasant, MI 48858

Phone (989) 772 4600, ext 41  
Fax (989) 773 1988  
E Mail [wwoodruff@uniontownshipmi.com](mailto:wwoodruff@uniontownshipmi.com)

### FREQUENTLY ASKED QUESTIONS *"How do I change the zoning of my property?"*

- *What steps are taken in rezoning property?*  
After receiving a completed application with required submittals and a non-refundable fee, there are 3 stages in a rezoning of property in Union Township. The first stage is informing the public and fact-finding. The planning commission will hold a public hearing after placing a notice of the hearing in a local paper and mailing a notice of public hearing to property owners within 300 feet of the boundaries of the proposition (350 is actually used to insure the minimum requirement is met). After getting public input, the Planning Commission will deliberate on the appropriateness of the change, and its effect on surrounding property. The commission will formulate a recommendation to the Union Township Board, which has final authority on the change. In the second stage, the findings of the Planning Commission are sent to the Isabella County Planning Commission for review and comment. The county may only make recommendations, it has no power to approve or deny. After the county review is completed, the zoning administrator puts the item on the next available agenda for the township board, the third stage of the process. The township board reviews the recommendations of its planning commission and the comments of the county and may choose one of three options. They may indicate a desired change to the proposal, such as downsizing the boundaries of the request and send the issue back to the planning commission for further comment and review, including another public hearing. The board may deny the request as proposed and the proposition is dead. The Board may find the proposition appropriate, but may not approve it at the same meeting. In the event the board finds the rezoning appropriate, they must publish a notice in the local paper announcing the time date and place of the consideration of the adoption of the proposal. They then meet and adopt the proposal. Note that is possible that the board would send a notice of the meeting to adopt and decide at that time to deny, although it is most appropriate to deny at the first introduction of the proposal to the board.
- *How long does a rezoning request take to accomplish?*  
The short answer is 2 ½ to 3 months. However, there are many factors that affect the timeline for approval or denial. The planning commission meets on the 3<sup>rd</sup> Wednesday of the month. The first factor is the notification requirement. The notice in the local paper must be published not less than 15 days prior to the planning commission's public hearing. With the lead time for submission being 2 days, we have 17 days, and this does not take into account any days which the application was received prior to 17 days before this meeting. The county planning commission meets on the first Thursday of the month and has 30 days to accomplish the review and comment period. If the month in which the planning commission meets has 5 Wednesdays, an extra week is involved. The township board meets on the second and fourth Wednesdays of the month. Any submission to any board of the township must be prepared one week in advance, and this may lead to delays as well, these submissions are also effected by things such as allowing the statutory 10 business days to prepare meeting minuets, which are required with each submission to each board. The following schematic calendar will help to show these steps. Note that there are many variables which could increase this timeline, and the example shows a best case scenario.

Abbreviations; UTB = Union Township Board; PC = Union Township Planning Commission;  
 ICPC = Isabella County Planning Commission.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Last day to apply				Submit notice to local paper	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Mailing				
			PC Hearing			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				ICPC		
		Review from County				
			UTB Introduce or deny			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			UTB Adopt or deny			