



# FREMONT Michigan

“NOW AND ALWAYS -- A Fine City • A Great Community”

## City of Fremont Planning & Zoning Application

**Date of Application Submission:** \_\_\_\_\_

(Please check all that apply. Make check payable for fees to the “City of Fremont”.)

### Application Types

- Site Plan Review: Single-family (\$50.00)
- Site Plan Review: All others (commercial, industrial, multi-family, mobile home park) (\$250.00)
- Site Plan Review: Remodels – Single-family (\$15.00)
- Site Plan Review: Remodels - All others (commercial, industrial, multi-family, mobile home park) (\$50.00)
- Rezoning Request/Zoning Amendments (Text or Map Amendments)  
(Requires Planning Commission and City Council hearings) (\$250.00)
- Conditional Rezoning Request (\$250.00)
- Variance (Requires Zoning Board of Appeals hearing) (\$150.00)
- Special Use (Requires Planning Commission hearing) (\$150.00)
- New Cell Tower Site Plan Review (plus technical review costs) (\$400.00)
- New Cell Antennae Co-Located on Existing Tower (plus technical review costs) (\$200.00)
- Sign Permits (\$20.00)
- Preliminary Plat Review (\$300.00)
- Special/Unscheduled Meeting of the Planning Commission (\$300.00)

### **Nature of Request**

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### **Instructions**

Please complete the application and submit it with all required attachments to the following address:

Fremont City Hall  
Zoning Administrator  
101 E. Main Street  
Fremont, MI 49412

If you have questions, feel free to call the Fremont Zoning Administrator at 231/924-2101. The information must be complete and accurate. When the application is complete, we will begin the review process.

**Application Information**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Alternate Phone (if available) \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Record Owner Information**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Alternate Phone (if available) \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Information**

Parcel number(s): \_\_\_\_\_  
\_\_\_\_\_

Street address (or common location if no address is assigned)  
\_\_\_\_\_

Present use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

Current zoning: \_\_\_\_\_ Proposed zoning: \_\_\_\_\_

**Uses/Zoning of Adjacent Properties**

**North**  
Use: \_\_\_\_\_  
Zoning: \_\_\_\_\_

**East**  
Use: \_\_\_\_\_  
Zoning: \_\_\_\_\_

**South**  
Use: \_\_\_\_\_  
Zoning: \_\_\_\_\_

**West**  
Use: \_\_\_\_\_  
Zoning: \_\_\_\_\_

**Attachment Checklist – Please include the following applicable attachments to the application.**

- \_\_\_\_\_ Fee(s)
- \_\_\_\_\_ Plat of Survey, if applicable
- \_\_\_\_\_ Legal Description on 8-1/2” x 11” paper
- \_\_\_\_\_ Proof of Ownership
- \_\_\_\_\_ Site Plan, if applicable, drawn to scale. Sheet size shall be 24 x 36 inches. Ten copies are required and one electronic copy should be submitted. See Section 3.05 Site Plan Review for specific requirements.
- \_\_\_\_\_ If a site plan review, a statement describing the applicant’s compliance with the Development Requirements of the District and the applicable standards and requirements for the project under consideration, e.g., Special Land Use, Site Plan Review, etc.
- \_\_\_\_\_ If requesting Administrative Departures, the request should be listed in a written narrative or clearly noted on the Preliminary or Final Site Plan.
- \_\_\_\_\_ Landscape Plan, if applicable
- \_\_\_\_\_ Lighting Plan, if applicable
- \_\_\_\_\_ Storm water Management Plan, if applicable
- \_\_\_\_\_ Signage Plan, if applicable
- \_\_\_\_\_ If a Special Land Use request, a statement by the applicant describing the proposed use and the applicant’s compliance with the General Standards of Section 3.06 D and the applicable Development requirements of each District related to the use under consideration.
- \_\_\_\_\_ If a text amendment, a copy of the existing Ordinance language and the proposed change(s).
- \_\_\_\_\_ If a map amendment, a description of the map amendment as required in Section 3.08 and a detailed statement of how the proposed amendment complies with the applicable criteria of Section 3.08, E.

**Meeting Dates**

**Fremont Planning Commission:** The Fremont Planning Commission meets on the fourth Tuesday of the month at 4:00 p.m. in the City Council Chambers at the Fremont City Hall. A completed application must be submitted four (4) weeks before the Planning Commission meeting for consideration of a matter at the next meeting. However, if a public hearing is required, a completed application must be submitted six (6) weeks before the Planning Commission meeting to allow time for required notices to be published and sent.

**Fremont Zoning Board of Appeals:** The Fremont Zoning Board of Appeals (ZBA) meets on an as-needed basis in the City Council Chambers at the Fremont City Hall. The ZBA typically meets at 4:00 p.m. on Thursdays, but the day and time are subject to change and will be confirmed once a complete application is submitted. A completed application should be submitted six (6) weeks before a ZBA meeting is requested; this allows time for required notices to be published and sent.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Fremont of Information request is filed.