

Forms, Procedures, & Fee Schedule Zoning, Sign, & Vacation Proposals

City of Jackson, Michigan

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April 2008 Edition

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

Contact Information

1st Contact for all Zoning Proposals

City Building Inspection Staff
Community Development Department
City Hall, 3rd floor
161 W. Michigan Avenue
Jackson, MI 49201
517.788.4060 (phone)
517.780.4781 (fax)

1st Contact for all Street & Alley Vacations

Angella Arnold, Assistant City Clerk City Hall, 1st floor 161 W. Michigan Avenue Jackson, MI 49201 517.768.6365 (phone) 517.788.4651 (fax)

Reviewer of

District Changes, Planned Unit Developments, Conditional Use Permits, Site Plan Reviews, Class A Non-Conforming Use Designations and Alley & Street Vacations

Grant E. Bauman, R2PC Principal Planner Jackson County Tower Building, 9th floor 120 W. Michigan Avenue Jackson, MI 49201 517.768.6711 (phone) 517.788.4635 (fax)

Reviewer of

Zoning & Sign Ordinance Appeals & Interpretations

Tim Anderson, R2PC Principal Planner Jackson County Tower Building, 9th floor 120 W. Michigan Avenue Jackson, MI 49201 (517) 768-6703 (phone) 517.788.4635 (fax)

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

Fee Schedule

District Changes	(Rezonings)):
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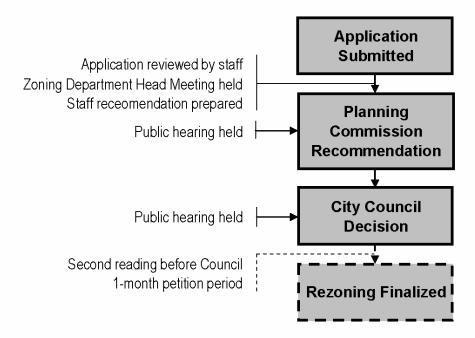
Rezoning property to an R-1 or R-2 District\$230.00 Plus, each acre or portion thereof\$25.00	
Rezoning Property to an R-2, R-3, R-4, R-5 or R-6 District \$230.00 Plus, each acre or portion thereof \$40.00	
Rezoning property to C-1, C-2, C-3, C-4, I-1 or I-2\$305.00 Plus, each acre or portion thereof\$75.00	0
Text amendment\$230.00	0
Planned Unit Developments:	
Planned Unit Development Developments \$230.00 Plus, each acre or portion thereof \$40.00	
Planned Unit Residential Developments\$230.00 Plus, each acre or portion thereof\$40.00	0
Planned Building Group Shopping Centers\$305.00 Plus, each acre or portion thereof\$75.00	
Conditional Use Permits:	
Conditional Use Permit request\$200.00 Plus, each acre or portion thereof\$40.00	
Amendment of a Conditional Use Permit\$160.00	0
Site Plan Reviews:	
Based Upon the Square Footage of Building(s):	
0 - 2,500 sq ft \$115.00 2,501 - 5,000 sq ft \$150.00 5,001 - 10,000 sq ft \$230.00 10,001 - 15,000 sq ft \$310.00 15,001 - 25,000 sq ft \$380.00 25,001 - 35,000 sq ft \$460.00 35,001 - 50,000 sq ft \$530.00 50,001 - 65,000 sq ft \$610.00 65,001 - above sq ft \$765.00	00
A 1	_

Amendment of a Site Plan.....\$150.00

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

Class A Non-Conforming Use Designations:	
Non-Conforming Use Designation Request	\$200.00
Appeals from Zoning Decisions:	
Appeals in a R-1 District	\$165.00
Appeals in a R-2, R-3, R-4, R-5 or R-6 District	\$225.00
Appeals in a C-1, C-2, C-3, C-4, I-1 or I-2 District	\$300.00
Interpretations of the Zoning Text or Map	\$115.00
Appeals from Signage Decisions:	
Appeals in a R-1, R-2, or R-5 District	\$85.00
Appeals in a R-3, R-4, or R-6 District	\$115.00
Appeals in a C-1, C-2, C-3, C-4, PB, I-1 or I-2 District	\$150.00
Interpretations of the Signage Text or Map	\$65.00
Special Meeting	\$65.00
Street and Alley Vacations:	
Alley Vacations	No Fee
Street Vacations	No Fee

Review Process District Change (Rezoning)



Forms, Procedures, & Fee Schedule –	– Zoning, Sign, & Vacation Proposals

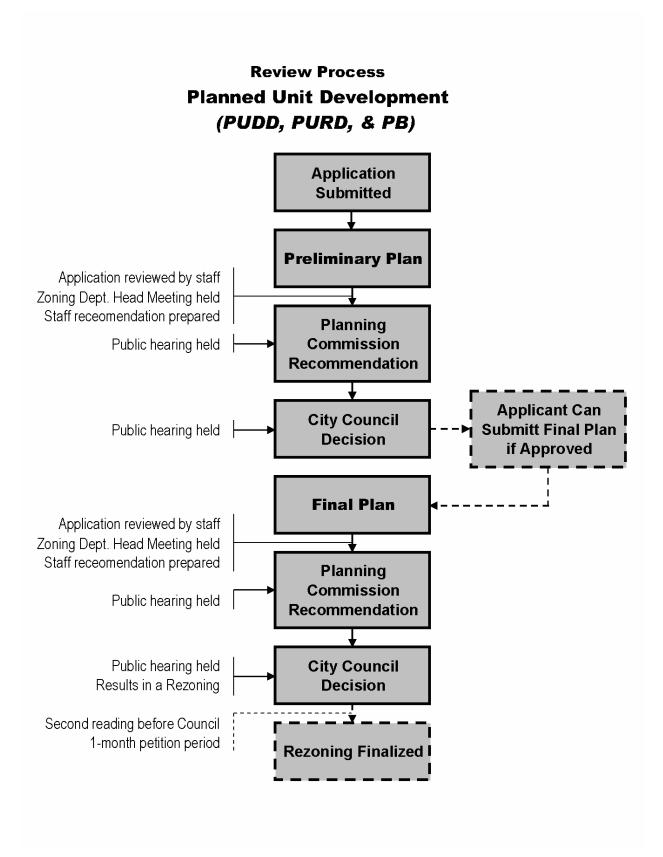


Application for District Change (Rezoning) Before the City Planning Commission City of Jackson, Michigan

1.	Application	PC <u>-</u>		Date Filed	. <u> </u>	<u></u>
		To be filled out by	R2PC Staff		To be filled out by R	2PC Staff
2.						
			Name((s)		
			Street Add			
			_ () _		Owners Occupants	-
	City	State Zip	Phone N	umber	Status of the Applicant* (Circle One)
	of the property	located at:			,	
			S	treet Address		Zip Code
	property ident					
		the following			he City Planning ded in §28-183 of t	he
3.	Current z Proposed z	g.	:-2 R-3 R-4 R R-2 R-3 R-4	Circle O	C-1 C-2 C-3 C-4	
	The proposed use is:					
	о реориоси					
5.	I certify that the knowledge.	information pr	ovided above	is correct to	the best of my beli	ef and
	Na	ame & Title			Name & Title	
		Signature			Signature	
6.	City Clerk Use	Only:				
	Date:	<u>/ /</u> F	ee: \$		Receipt #:	

^{*} If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule —	- Zoning, Sign, & Vacation Proposals



Forms, Procedures, & Fee Schedule —	Zoning, Sign, & Vacation Proposals



Application for Planned Unit Development District Before the City Planning Commission City of Jackson, Michigan

1.	Application	PC		Date F	iled:	1 1	
		To be filled out by	R2PC Staff		То	be filled out by R2	PC Staff
2							
2.							
			Na	nme(s)			
			04	(A -1-1			
			Street	t Address	Owners	Occupants	Buyers
	City Sto	ate Zip	_ \	e Number		-	-
	City Sta	πe <i>Σ</i> ιρ	Priori	e Number	Status of	the Applicant* (Ci	cie Orie)
	of the property lo	cated at:				,	
				Street Address		·	ip Code
	property identifi	cation #:					
	I (we) respectfully	request a d	eterminatio	n be made	by the City	Planning	
	Commission on a	•			•		of the
	Zoning Ordinance				•	_	
_		D.4. D.6	50 54	5.5.5.6	0.4.00		
3.	Property zoning:	R-1 R-2	R-3 R-4	R-5 R-6	C-1 C-2	C-3 C-4	I-1 I-2
	-			Circle (One		
	The proposed development can be described as:						
4.	A preliminary site	plan and do	cumentatio	n meeting tl	he requiren	nents of §28	-48(f) of
	the Zoning Ordinance, including an appropriate scale, shall be submitted showing					showing	
	the subject property and adjacent properties. A final site plan meeting the						
	requirements of §	28-48(g) of the	he Zoning (Ordinance v	vill be requi	red at a late	r time.
E	The Market of the Color of the					food	
5.	I certify that the information provided above is correct to the best of my belief and knowledge.						
	kilowieuge.						
,							
	Name	e & Title			Name 8	& Title	
•	2'				0:		
	Sigi	nature			Signa	nture	
6.	City Clerk Use C	nly:					
	Date: /	/ F	ee: \$		Receipt	#:	

If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule —	- Zoning, Sign, & Vacation Proposals



Application for Planned Unit Residential Development Before the City Planning Commission

City of Jackson, Michigan

1.	Application PC	-		Date F	iled:	1	1	
_	To be filled	d out by R2PC S	Staff			To be filled ou	ıt by R2PC	Staff
2.								
			Name	(s)				
			Street Ac	ldress				
	,	()	-	Owne	rs Occup	oants E	Buyers
	City State	Zip	Phone I	Number	Statu	s of the Applic	cant* (Circle	e One)
	of the property located a	t:				<u>,</u>		
			;	Street Addres	s		Zip C	Code
	property identification #	‡: 						
	I (we) respectfully request a determination be made by the City Planning Commission on a residential planned unit development as provided in §28-137 of				7 of			
	the Zoning Ordinance:							
3.	Property zoning:	R-1	R-2	R-3	R-4	R-5	R-6	
				Circle	One			
	The proposed developm	ent can be	describ	ed as:				
4.	A preliminary site plan a	nd docume	ntation	meeting	the requi	rements (of 828-1	(41(a)
٦.	of the Zoning Ordinand			_	•		-	` '
	showing the subject prop		_					
	requirements of §28-141	•	•			•		_
	,	()	3			•		
5.	I certify that the informati knowledge.	on provide	d above	is corre	ct to the b	est of my	belief a	and
,	Name & Title				Nan	ne & Title		
	Signature				Si	gnature		
6.	City Clerk Use Only:							
	Date: / /	Fee: \$			Rece	ipt #:		

If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals

Application for Planned Building Group Shopping Center Before the City Planning Commission City of Jackson, Michigan

1.	Application F	°C	Date File	d: / /
_	T	o be filled out by R2PC S	Staff	To be filled out by R2PC Staff
2.				
			Name(s)	
			Street Address	
	, <u> </u>	()	Owners Occupants Buyers
	City State	•	Phone Number	Status of the Applicant* (Circle One)
	of the property loca	ated at:		,,
			Street Address	Zip Code
	property identification	-		
			nination be made by	
			Group Shopping C	enter as provided in §28-153
	of the Zoning Ording	nance:		
3.	Property zoning:		C-1 C-2	C-3 C-4
	Circle One			
	The proposed deve	elopment can be	described as:	
4.	A preliminary site	plan and docun	nentation meeting t	he requirements of §28-154
				appropriate scale, shall be
				properties. A final site plan
	•	ements of §28-1	56 of the Zoning O	dinance will be required at a
	later time.			
5.	•	ormation provide	d above is correct t	o the best of my belief and
	knowledge.			
-	Name 8	& Title		Name & Title
_				
	Signa			Signature
6.	City Clerk Use Or	_		
	Date:/_	<u>/</u> Fee: \$		Receipt #:

If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — 2	Zoning, Sign, & Vacation Proposals

Review Process Conditional Use Permit (CUP) Need for a CUP Determined Application Submitted Required Application reviewed by staff Zoning Department Head Meeting held **Variances** Staff receomendation prepared Received **Planning** Commission Public hearing held Decision Conditions may be set Approval letter sent to applicant **CUP Finalized**

Forms, Procedures, & Fee Schedule –	- Zoning, Sign, & Vacation Proposals



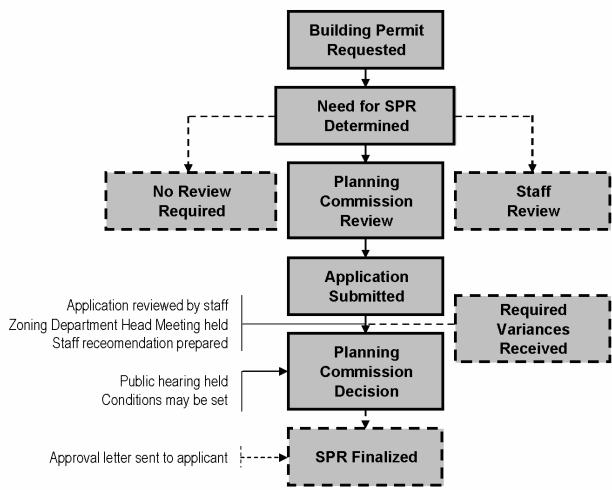
Application for Conditional Use Before the City Planning Commission City of Jackson, Michigan

1.	Application	PC		Date File	ed:	1 1
_		To be filled out	by R2PC Staff		To be	e filled out by R2PC Staff
2.						
				Name(s)		
			Stı	reet Address	Owners	Occupanto Puvero
	,		(_)	Owners	Occupants Buyers
	City	State Zip	P	hone Number	Status of t	he Applicant* (Circle One)
	of the property	located at:				,
	proporty ident	ification 4.		Street Address		Zip Code
	property ident					
	I (we) respectfu	•		,	•	•
	Commission on	a Conditiona	al Use as p	provided in §28-	146 of the	Zoning Ordinance:
3.	Property zoning	յ։ R-1 R-2	R-3 R-	4 R-5 R-6 C	C-1 C-2	C-3 C-4 I-1 I-2
	, ,	,		Circle One		
	The following C	onditional Us	se is being	requested: [§2	28-71 ()]
4.	A site plan me	eeting the re	quirement	s of §28-152(5	of the 2	Zoning Ordinance,
	• • • • • • • • • • • • • • • • • • • •	•			_	ubject property and
						the property of the
	proposed use a	s it meets the	e requirem	ents of the Zoni	ng Ordinar	nce.
5.	•	information p	orovided al	oove is correct t	o the best	of my belief and
	knowledge.					
-	Na	ame & Title			Name &	Title
		Signature			Signatu	ire
6.	City Clerk Use	Only:				
	Date:	1	Fee: \$		Receipt #	# :

^{*} If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — 2	Zoning, Sign, & Vacation Proposals

Review Process Site Plan Review (SPR)



Forms, Procedures, & Fee Schedule —	- Zoning, Sign, & Vacation Proposals

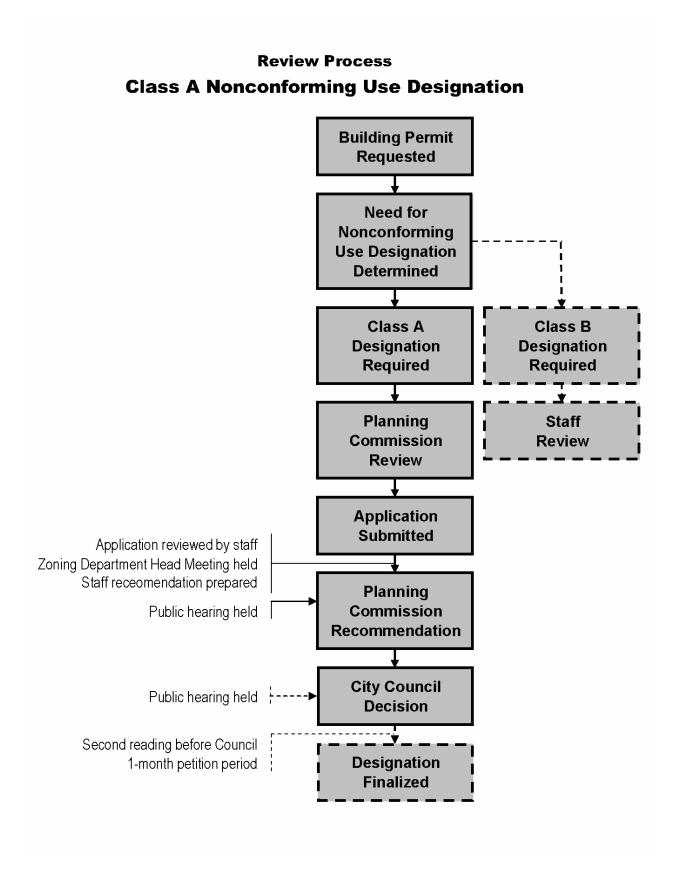


Application for Site Plan Review Before the City Planning Commission City of Jackson, Michigan

1.	Application PC	-	Date F	iled: / /
	To be filled	d out by R2PC Sta	off	To be filled out by R2PC Staff
2.				
			Name(s)	
		,	Street Address	
	, <u> </u>	()	Owners Occupants Buyers
	City State	Zip	Phone Number	Status of the Applicant* (Circle One)
	of the property located a	t:		, ,, ,,
			Street Addres	S Zip Code
	Property identification #			
	I (we) respectfully request Commission on a Site Pl			
3.	Property zoning: R-1	R-2 R-3	R-4 R-5 R-6	C-1 C-2 C-3 C-4 I-1 I-2 One
	A site plan for the followi	ng use is be	ing requested:	
4.	including an appropriate	scale, shall e Site Plan	be submitted she shall show the	2(5) of the Zoning Ordinance, nowing the subject property and location of the property of the oning Ordinance.
5.	I certify that the informati knowledge.	on provided	above is correc	ct to the best of my belief and
•	Name & Title		_	Name & Title
	Signature			Signature
6.	City Clerk Use Only:			
	Date://	Fee: \$		Receipt #:

If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals



Forms, Procedures, & Fee Schedule —	- Zoning, Sign, & Vacation Proposals



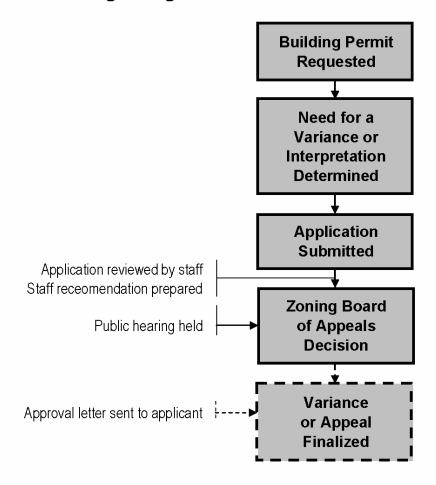
Application for Class A Non-Conforming Use Before the City Planning Commission City of Jackson, Michigan

1.	Application PC	C <u>-</u>	_ Date File	ed: / /
	То	be filled out by R2PC S	taff	To be filled out by R2PC Staff
2.				
			Name(s)	
			Street Address	
	,	()	Owners Occupants Buyers
	City State	Zip	Phone Number	Status of the Applicant* (Circle One)
	of the property locat	ed at:		, <u> </u>
	Property identification	tion #:	Street Address	Zip Code
	I (we) respectfully re			
	Ordinance:	gai non-comom	ning use as provide	ed in §28-123 of the Zoning
3.		R-1 R-2 R-3	R-4 R-5 R-6 (C-1 C-2 C-3 C-4 I-1 I-2
٥.	Property zoning.	N-1 N-2 N-3	Circle On	
	The following Class	A Non-Conform		
	J 1 1 J 3 1 1 1 1		9	4
4.				ours of business, the number
				borhood in comparison to the
	existing or abandone	•	J	
5.	A site plan meeting	the requirement	s of §28-123(b)(1)	of the Zoning Ordinance.
6.	,	mation provide	d above is correct t	o the best of my belief and
	knowledge.			
-	Name &	Title		Name & Title
_				
-	Signatu			Signature
7.	City Clerk Use Onl	·		2
	Date:/	<u>/</u> Fee: \$		Receipt #:

^{*} If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Forms, Procedures, & Fee Schedule –	– Zoning, Sign, & Vacation Proposals

Review Process Variance or Interpretation Zoning & Sign Ordinances



Forms, Procedures, & Fee Schedule –	– Zoning, Sign, & Vacation Proposals



Appeal from a Zoning Decision (Variance) Before the Zoning Board of Appeals City of Jackson, Michigan

1.	1. Application ZB <u>-</u>	Date Filed:	1 1
	To be filled out by R2PC	Staff	To be filled out by R2PC Staff
2.	2.		
		Name(s)	
		. ,	
,		Street Address	
		′	ers Occupants Buyers
	City State Zip	Phone Number Statu	us of the Applicant* (Circle One)
	of the property located at:		,
		Street Address	Zip Code
	Property identification #:		
	I (we) respectfully request a determ	•	<u> </u>
	Appeals concerning the denial of a Zoning Ordinance:	Zoning Permit as provide	u iii 920-239 0i tile
	· ·		
3.	3. Property zoning: R-1 R-2 R-		2 C-3 C-4 I-1 I-2
4.	4. The following variance is requested	Circle One	
٦.	The following variation is requested	a. [320]	_
5.	5. The following exceptional condition	ns apply to this property ar	nd distinguish it from
	other properties or classes of uses		3
		J	
6.	6. The following substantial property	rights will be denied if this	petition is not granted:
7.	7. I (we) believe that authorization of	•	
	to adjacent property and will not i		<u> </u>
	the public interest; and understand or guise be construed to mean a construction.		
	modification from provisions of the		can only a variation of
8.		=	n on this page (or is

attached) contains all of the necessary dimensions to describe this application.

9.	I certify that the information provided knowledge.	I above is correct to the best of my belief and
•	Name & Title	Name & Title
10	Signature Signature of the Title of Review Office	Signature
10.	Signature of the Title of Review Office	cial, City of Jackson Inspection Department
		() -
•	Name & Title	Telephone Number
•	Signature	_
11.	City Clerk Use Only:	
	Date:// Fee: \$	Receipt #:

^{*} If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.



Interpretation of the Zoning Text or Map Before the Zoning Board of Appeals City of Jackson, Michigan

1.	Application	ZB_	-		[Date File	d:	1	<u>/</u>
		To be fi	lled out by	R2PC Sta	aff		To be t	illed out by R2	2PC Staff
2.									
۷.					Name(s)				
•					Street Addres	s			
	,			()	-	Owners C	Occupants	Buyers
•	City	State	Zip		Phone Numb	per	Status of the	Applicant* (C	Circle One)
	of the propert	y located	at:					_	
		•			Stree	t Address		'	Zip Code
	Property ide	ntification	า #:						
	I (we) respect	fully requ	iest an i	nterpr	etation of	the zonir	ng text or m	ap by the	Zoning
	Board of Appe	eals as pr	rovided	in §28	3-240 of th	e Zoning	Ordinance	:	
3.	Property zoni	ng:	R-1 R-2	2 R-3	R-4 R-5			3 C-4 I-	1 I-2
4.	The following	internret	ation is	regule	stad: [82	Circle On			
т.	The following	interpret	ation is	reque.	316u. [<u>3</u> 2	.0	— J <u> </u>		
5.	The following	evcentio	nal con	ditions	annly to t	thic prop	orty and dis	tinguich i	t from
J.	other properti	=					=	illiguisii i	t IIOIII
	other properti	es or cla	3363 01	uses ii	ii tiie Suiit	Julianing			
6	The following	cubatant	ial prop	orty ric	abto will be	o doniod	if this potiti	on io not	arantad:
6.	The following	Substant	iai prop	erty riç	gnis wiii bi	e deriled	ii triis petiti	on is not	granted.
7	I (we) believe	that aut	horizoti	on of t	hic roquo	ct will no	at he of cub	ctantial	lotrimont
٠.	to adjacent p								
	the public inte								
	or guise be c								
	modification f							,	
8.	The PLOT N	//AP of t	he prei	mises	which ha	as been	drawn on	this pag	e (or is
	attached) con		•						•

9.	I certify that the information provided knowledge.	I above is correct to the best of my belief and
•	Name & Title	Name & Title
10	Signature Signature of the Title of Review Office	Signature
10.	Signature of the Title of Review Office	cial, City of Jackson Inspection Department
		() -
•	Name & Title	Telephone Number
•	Signature	_
11.	City Clerk Use Only:	
	Date:// Fee: \$	Receipt #:

^{*} If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.



Appeal from a Signage Decision (Variance) Before the Sign Board of Appeals City of Jackson, Michigan

1.	Application SB - Date Filed: // // To be filled out by R2PC Staff To be filled out by R2PC Staff
2.	, , , , , , , , , , , , , , , , , , ,
	Name(s)
	Street Address
	, () - Owners Occupants Buyers
•	City State Zip Phone Number Status of the Applicant* (Circle One)
	of the property located at: , ,
	Street Address Zip Code Property identification #:
	I (we) respectfully request a determination be made by the City Sign Board of Appeals concerning the denial of a Zoning Permit as provided in § 21.5-31 of the Sign Ordinance
3.	Signage District: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2 PUDD
4.	The following determination is being requested: [§21.5]
5.	The following exceptional conditions apply to this property and distinguish it from other properties or classes of uses in the surrounding areas:
6.	The following substantial property rights will be denied if this petition is not granted:
7.	I (we) believe that authorization of this request will not be of substantial detriment to adjacent property and will not impair the purposes of the Sign Ordinance or the public interest; and understand that granting of this request shall in no manner or guise be construed to mean a change of use, but shall mean only a variation or modification from provisions of the Sign Ordinance.

8.	•	has been drawn on the reverse of this page necessary dimensions to describe to	_
9.	I certify that the information provided ab knowledge.	pove is correct to the best of my belief and	t
-	Name & Title	Name & Title	
-	Signature	Signature	
10.	Signature of the Title of Review Official,	, City of Jackson Inspection Department	
		() -	
	Name & Title	Telephone Number	
-	Signature		
11.	City Clerk Use Only:		
	Date: / / Fee: \$	Receipt #:	

^{*} If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.



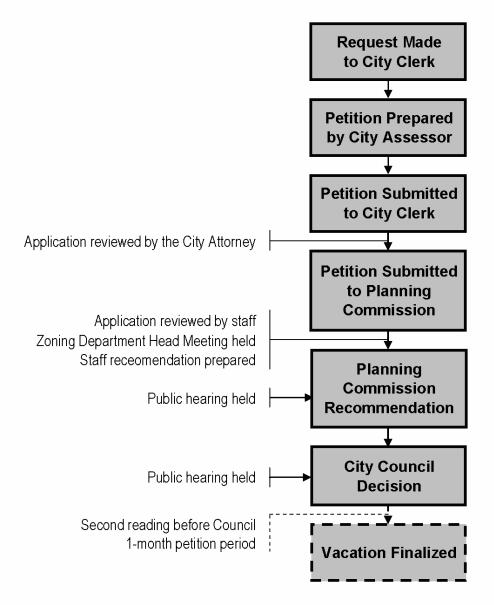
Interpretation of the Signage Text or Map Before the Sign Board of Appeals City of Jackson, Michigan

1.	Application SB - Date Filed:	
	To be filled out by R2PC Staff To be filled out by R2PC Staff	
2.		
•	Name(s)	
	Street Address	
,	, () Owners Occupants Buyer	
	City State Zip Phone Number Status of the Applicant* (Circle One)	
	of the property located at:	
	Street Address Zip Code	
	Property identification #:	
	I (we) respectfully request an interpretation of the signage text be made by the City	y
	Sign Board of Appeals as provided in § 21.5-32 of the Sign Ordinance	
3.	Signage District: R-1 R-2 R-3 R-4 R-5 R-6 C-1 C-2 C-3 C-4 I-1 I-2 PUDD	
٥.	Circle One	
4.	The following determination is being requested: [§21.5]	
5.	The following exceptional conditions apply to this property and distinguish it from	
	other properties or classes of uses in the surrounding areas:	
6.	The following substantial property rights will be denied if this petition is not granted	:t
7.	I (we) believe that authorization of this request will not be of substantial detrimen	
	to adjacent property and will not impair the purposes of the Sign Ordinance or the	
	public interest; and understand that granting of this request shall in no manner of guise be construed to mean a change of use, but shall mean only a variation of	
	modification from provisions of the Sign Ordinance.	/1

8.		has been drawn on the reverse of this page necessary dimensions to describe this
9.	I certify that the information provided ab knowledge.	ove is correct to the best of my belief and
-	Name & Title	Name & Title
-	Signature	Signature
10.	Signature of the Title of Review Official,	City of Jackson Inspection Department
		() -
-	Name & Title	Telephone Number
-	O'markens	
11	Signature	
11.		
	Date:/ Fee: \$	Receipt #:

^{*} If the applicant is not the owner of the property, a letter of consent from the property owner must accompany this application.

Review Process Alley/Street Vacation (closing)



Forms, Procedures, & Fee Schedule -	— Zoning, Sign, & Vacation Proposals

Forms, Procedures, & Fee Schedule — Zoning, Sign, & Vacation Proposals



Procedure for Street and Alley Vacations (Closings)

Before the City Planning Commission City of Jackson, Michigan

Please be informed that in order for the City Council to vacate a street or alley a petition to do so must be circulated. The following information must be provided on the petition. It is suggested that the <u>petition circulator</u> follow the steps that are set forth below:

- 1. Visit the City Assessor's office on the 5th floor of City Hall. The Assessor's office will:
 - a. Determine if the street/alley is public or private. If the street/alley is private, no City Council action is required.
 - b. Prepare and place the legal description on a petition.
 - c. Provide the petition circulator with a listing of all title owners of record for each lot or parcel abutting the street or alley to be vacated, including the names of any land contract purchasers of record, and a copy of a plat map showing the affected properties. (Completion of this process may take a few days.)
 - d. Provide the City Attorney's office with copies of the above listing and map.
- 2. Review the records of the Jackson County Register of Deeds to confirm that the names of persons with interest in the affected parcels, as supplied by the City Assessor's office, are complete and accurate. In lieu of searching the records, the petition circulator may wish to request a search by a title company. There will be a charge for this service. (FAILURE TO LIST ALL PERSONS WITH INTEREST IN THE AFFECTED PROPERTIES MAY INVALIDATE THE PETITION.)
- 3. Obtain the signatures of each of the persons listed in the above-described records on the petition provided.
 - a. Signatures must be in the name of <u>each</u> individual with an interest; i.e., Jane Doe and John Doe, <u>not</u> Mr. and Mrs. John Doe.
 - b. Corporations must be signed for by the Chief Executive Officer or authorized person.
- 4. File the completed petition with the City Clerk's office.

The following steps will then be taken by the <u>City of Jackson</u> once the petition is filed with the City Clerk's office:

- 1. The City Clerk will place the petition on the City Council agenda for receipt and referral to staff.
- 2. The petition will be reviewed by the City Attorney's office to verify its legality, then forwarded to the City Planning Commission.

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- 3. The City Planning Commission staff will conduct their investigation and make a recommendation to the City Planning Commission who will consider the petition.
- 4. The City Clerk's office will receive the recommendation from the City Planning Commission, prepare a resolution, and place the item on the City Council agenda for consideration.

If there are any questions regarding this procedure, please contact the City Attorney's office at 517.788.4050.

Any Vacation by the City of Jackson will be subject to a reservation of utility rights-of-way in the street or alley. Therefore, any building or structure erected may not be permitted if it infringes upon the utility rights-of-way. Further, if you plan to erect a building or structure on a vacated street or alley, make certain that it complies with the City's Zoning Ordinance.