

VILLAGE OF BLISSFIELD

Requests Requiring Variance, Rezoning, Special Land Use Permit, or Site Plan Review.

1. Application must be made to the Planning Commission Secretary/Village Clerk, at least twenty-five (25) days prior to a regular Planning Commission meeting, at which meeting the request will be reviewed.
2. Upon submittal and payment of fees, the application will be checked for all needed documentation before acceptance and presentation to the Planning Commission. This may require a preliminary meeting with the Zoning Administrator and/or Chair of the Planning Commission.
3. Each request requires a public hearing at the Planning Commission, before the Planning Commission can send a recommendation to the Village Council. One (1) public hearing is mandatory, and others are optional, at the Planning Commission's discretion. The Village Clerk must post a notice for a public hearing in a newspaper of general circulation, at least fifteen (15) days prior to the scheduled public hearing. The notice must also be sent to each property-owner within three hundred (300) ft. of the boundary of the property in question.
4. All public input received at the public hearing, oral and written, will be considered and evaluated by the Planning Commission, prior to action on the request. The Planning Commission, via formal motion, may act upon the request at any point after the public hearing. The Planning Commission will relay the results of their action and recommendation on the request to the Village Council.
5. The Village Council, at their second meeting following the Planning Commission's action, will either:
 - a. Adopt the Planning Commission's recommendations, or...
 - b. Reject the Planning Commission's recommendations, or...
 - c. Hold further public hearings prior to any action, with the same public notice requirements outlined above, or....
 - d. Make changes to, and then adopt, the Planning Commission's recommendations, or...
 - e. Send the request back to the Planning Commission for further review.
6. Technically, each request must be adopted as an amendment to the Village's Zoning Ordinance. Generally, the process takes approximately six (6) weeks.

5. Attach a plot plan/site plan/building plan (see pages 6, 7 and 8 of the guidelines).

6. Legal description of property (or attach a separate sheet):

Signature of owner(s): _____

Date: _____

TO BE COMPLETED BY VILLAGE:

Date submitted to Planning Commission Secretary: _____

Checked by: _____

Fee paid: _____

Date submitted to Planning Commission: _____

Action of Planning Commission: _____

Date of action by Planning Commission: _____

Planning Commission Secretary or Chairman

Date