



CITY OF

Ypsilanti

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Text Amendment

§122-63(a)

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please call the Building Department.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/building

Planning

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

Purpose of Zoning

The purpose of zoning is to locate particular land uses where they are most appropriate, considering public utilities, road access, and the established development pattern. In addition to categorizing land by uses such as residential, commercial, and industrial, a zoning ordinance also specifies such details as building setback lines, the height and bulk of buildings, the size and location of open spaces, and the intensity to which the land may be developed.

Need for a Text Amendment

When a property owner wants to use land in a way that is not permitted by the zoning of their property, sometimes all that is needed to allow that use and protect the public interest is a simple text change. This could be allowing the use in a certain zone, allowing it in that zone only under certain conditions, or even disallowing a previously-permitted use. A text amendment is also useful if there's a need to adjust where buildings are able to be located on a lot, how many parking spaces are required for certain spaces and uses, or anything else contained in the text of the zoning code.

Applying for a Text Amendment

Anyone may apply to amend the text of the zoning ordinance using the attached application. Generally, text amendments are considered justifiable if they meet a list of criteria provided in section 63 of the Zoning Ordinance. Those criteria include:

- The amendment is consistent with the Master Plan;
- The amendment is consistent with the purpose of the Zoning Ordinance;
- The amendment will correct an error or oversight in the Zoning Ordinance.

Review Process and Timeline

Once your application is received, staff will schedule a public hearing. If your application is complete and received by 4:00 p.m. on the third Wednesday of the month, it will be heard in front of Planning Commission at their regular meeting at 7:00 p.m. on the third Wednesday of the following month. During the intervening time, staff will review the application and place a notice in the Washtenaw Legal News.

At their meeting, the Planning Commission will hold a public meeting, where the public is invited to address them about the proposed rezoning. They will also hear a staff report about the amendment's appropriateness, and invite the applicant to speak. With the information they gather at this meeting, they make a recommendation to City Council.

City Council will generally hear the text amendment request and the Planning Commission recommendation at their regularly scheduled meeting on the second Tuesday of the following month. There is another public hearing at this meeting, advertised again in the Washtenaw Legal News, and the text amendment is addressed as the first reading of an ordinance change. The ordinance must be read and approved a second time before it is considered adopted, and will take effect thirty days after adoption.



**City of Ypsilanti
Planning & Development Department**

Non-refundable Fee:
\$1000

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

ZONING TEXT AMENDMENT APPLICATION

Applicant*

Name		
Address		
City	State	Zip
Phone / Fax		E-Mail

*If applicant is not owner of property, a written, notarized statement from the owner authorizing this application must be included.

Property

Name of project
Address
Change requested (may continue on a separate sheet):
Circumstances, factors, and other relevant information (may continue on a separate sheet):

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of preparing staff reports and/or evaluating this application.	
Signature:	Date:
Print Name:	