

TOWNSHIP ZONING REFERRAL PROCEDURES

for a county review of a local zoning, text or map amendment

In order for the St. Clair County Metropolitan Planning Commission (SCCMPC) to process and evaluate an amendment in a timely manner, we would appreciate receiving a referral form shortly after your local planning commission makes their recommendation. Referrals received by the SCCMPC less than ten days before a meeting (normally the third Wednesday of the month) may be carried over to the next month. State statute gives the SCCMPC a 30-day period after all required items are received to prepare their recommendation to the township board. The required items are listed on the SCCMPC referral form.

1. After the public hearing and the township planning commission makes their recommendation to the township board, an official completes the SCCMPC zoning referral form and sends it to SCCMPC at the address indicated on the form. Items may be emailed, mailed, or faxed to us.
2. Following review by staff and action by the SCCMPC, the recommendation will be recorded on the original referral form and returned with a cover letter and a copy of the staff report. A copy of the letter and staff report is also sent to the chair of the planning commission.

The staff recommendation found in the Staff Report is not always the same recommendation made by the 11 members of the St. Clair County Metropolitan Planning Commission at their monthly meeting. The final recommendation to the township board is explained in the cover letter sent and recorded on the zoning referral form.

3. **Once the township board renders their decision, the township clerk sends the original zoning referral form back to SCCMPC indicating the action taken by the township board.**

If you have any questions, please call our office at (810) 989-6950, Monday through Friday, 8:00 a.m. to 4:30 p.m. You may also contact us via e-mail at sccmpc@stclaircounty.org or fax at (810) 987-5931.