

**APPENDIX A
PUBLIC HEARING NOTICE REQUIREMENTS**

A SUMMARY OF STATUTORY REQUIREMENTS

The following is a summary of the public hearing requirements in Act 11, PA 2006, as amended by Act 12, PA 2008. Any one using this Zoning Ordinance who is interested in the statutory language regarding public hearings for zoning purposes should consult the preceding statutes.

1. SPECIAL USE PERMITS

Notice of the public hearing shall:

- A.** Be published, mailed, or delivered not less than 15 days prior to the date on which the public hearing will be held.
- B.** Be published in newspaper that circulates in the City of Chelsea.
- C.** Be sent by mail or personal delivery to:
 - 1. Owners of the property for which the special use permit is being considered.
 - 2. All persons to whom real property is assessed with 300 feet of the boundary of the property for which the special use is being considered.
 - 3. Occupants of all structures within 300 feet of the boundary of the property for which the special use permits is being considered, regardless of whether the property or occupant is located in the zoning jurisdiction. If the name of the occupant is not known, the term “occupant” may be used.
- D.** Describe the nature of the special use request, indicate the property which is the subject of the special use request, state when and where the request will be considered, indicate when and where written comments will be received concerning the request, and be mailed and published not less than 15 days before the date of the hearing.

2. ZONING BOARD OF APPEALS HEARINGS

Notice of a hearing before the Zoning Board of Appeals shall:

- A.** Be published, mailed, or delivered not less than 15 days prior to the date on which the public hearing will be held.
- B.** Be published in newspaper that circulates in the City of Chelsea.
- C.** Be sent by mail or personal delivery to:
 - 1. The person making the request.

2. All persons to whom real property is assessed within 300 feet of the boundary of the property and to all occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located in the City. If the name of the occupant is not known, the term “occupant” may be used in the notice.

- D.** Describe the nature of the request.
- E.** Describe the time, date, and place of the public hearing.
- F.** Describe when and where written comments concerning the request will be received.

In addition, a hearing for a variance request shall describe the property in the request, including a list of all existing street addresses within the property, or, if no street addresses exist, other means of identifying the property.

3. ZONING ORDINANCE AMENDMENTS (INCLUDES SPECIAL ZONING DISTRICTS)

Notice of public hearing shall;

- A.** Be published, mailed or delivered not less than 15 days prior to the date on which the public hearing will be held.
- B.** Be published in newspaper that circulates in the City of Chelsea.
- C.** Describe the nature of the request.
- D.** Be sent by mail or personal delivery to the owners of the property in the petition.
- E.** Describe the property in the request, including a list of all existing street addresses within the property, or, if no street addresses exist, other means of identifying the property.
- F.** Describe when and where written comments concerning the request will be received.
- G.** Describe the time, date, and place of the public hearing.
- H.** The notice shall be sent by mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, and each railroad operating within the district or zone affected, that registers its name and mailing address with the City clerk for the purpose of receiving the notice of public hearing.

If the rezoning petition is for 10 or fewer adjacent properties, the notice shall also be sent mail or personal delivery to:

- A.** All persons to whom real property is assessed within 300 feet of the property.
- B.** The occupants of all structures within 300 feet of the property regardless of whether the property or occupant is located in the City. If the name of the occupant is not know, the term “occupant may be used in the notice.