

CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

STEP BY STEP GUIDE

Rezoning

Ready to Apply?

Applications for rezonings are submitted online through [BS&A Online](#). See below for a step-by-step walkthrough of how to complete the online application. If extra help is needed, there are computer stations available at City Hall, Room 117, where online applications can be submitted.

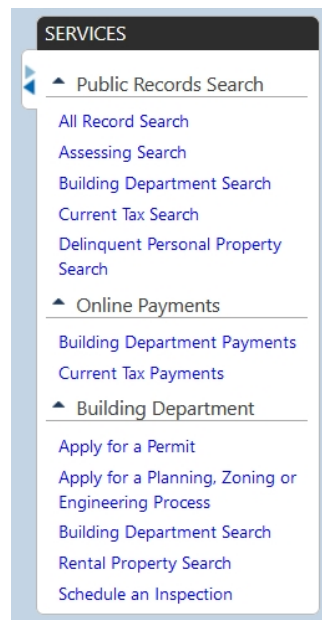
1. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Rezoning Request Form.

Rezoning / Conditional Rezoning Request Application

A Rezoning / Conditional Rezoning is when someone is proposing to use property within the City of Battle Creek in a manner not allowed under the current zoning classification of that land; the property owner may petition the City for a change in the zoning. This is called "rezoning" or a "conditional rezoning." Rezoning requests require review and approval by the Planning Commission and City Commission and take approximately 60 days.

- [Rezoning Request Form](#)
- [Online Rezoning Request Step-by-Step Guide](#)
- [Online Application for a Rezoning Request \(BS&A Online\)](#)
- [Planning Commission Meeting Dates & Deadlines](#)
- [Planning Commission Member List](#)

2. In the left-hand side bar of [BS&A Online](#), select the "Apply for a Planning, Zoning, or Engineering Process" link.



3. If you already have a BS&A Online account, enter your username and password to sign in. If you do not, click on the link below the "Create a New Account" header. Follow the lettered instructions to create an account.

I Have an Account

If you have previously created an account through BS&A Online (or through our previous portal, Internet Services), please enter your user name and password.
Please note that passwords are case-sensitive.

☆ User Name:

☆ Password: ☐ Show Password

☐ Keep me signed in.
(Clear this check box if you're on a shared computer.)

Sign In Help

Forgot your User Name/Password? [Click here for help.](#)

Please note: These credentials grant access to the municipal searches on BS&A Online. As an additional convenience, BS&A and participating municipalities have provided a link to an online payment processor. These processors provide services independent from BS&A and may require additional credentials.

Create a New Account

Yes, I would like to create a new BS&A Online account. [Click Here to create an account.](#)

- a. Create a username and password. Enter an e-mail address that is checked regularly. Click the checkbox agreeing to the terms of use. Click the checkbox next to the statement "I'm not a robot".
 - b. Click the "Create Account" button at the bottom of the page.
 - c. Check the e-mail that was entered for an email with a link to be clicked. Click this link.
 - d. Click the "Activate Account" button.
4. Type in the number and street address of the project into the "Search For:" field. Click the "Search" button.

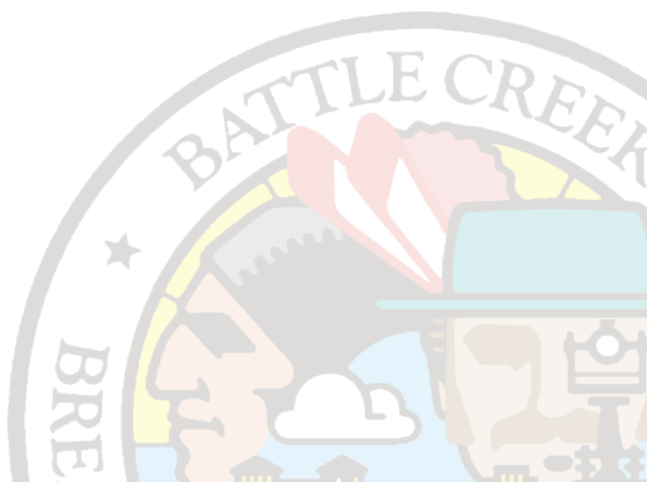
Step 1: Select a Property

☐ Property Search

Search By:

Search For:

5. Select the correct address from the list that appears. Click "Next".



Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

☐ Property Search

Search By:

Search For:

Owner Name	Address	Parcel Number
REEVES, LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

- Under “Select the application for which you wish to apply:”, select “Rezoning” from the drop-down list.

★ Select the application for which you wish to apply:

Rezoning

- In the box below “Please describe the work to be done in detail”, provide a brief description of the proposed rezoning and the reasoning behind the rezoning request. Click “Next”.

★ Please describe the work to be done in detail:

- In the “Rezoning Type:” field, select either a Straight Rezoning (if the district of the subject property is being changed) or a Conditional Rezoning (if a specific use or development is being requested).

☐ Miscellaneous Fields

★ Rezoning Type:

- In the “Zoning/Rezoning and Usage” section, click on the link to select the correct district for the current zoning of the subject property. Click “Next”.

☐ Zoning/Rezoning and Usage

★ Zoning: **B1**

10. Fill out the contact information of the property owner or authorized agent for the owner in the top section of the page.

★ Name:


★ Phone Number:

★ Email Address:
Used to send updates regarding the status of your application.

★ Confirm Email:

☐ I certify that I am the owner or authorized agent of the property listed above.

11. If the owner is different from the applicant, fill out the owner's information in the section below. Any additional names associated with the project can be added at the bottom of the page. Click "Next".

Full Name/Company: 

Email:

Address Information

Address:

Address 2:

City:

State: Zip Code:

Contact Information

Phone Number: Extension:

Fax Number:

Mobile Number:

Other Number:

12. The fee for a Zoning Reclassification is automatically added. Click "Next".

Selected Fees

Fee Description	Fee	Quantity	
No online fees are configured.			
Zoning Reclassification	\$750.00	1.00	
Total Estimated Fees:	\$750.00		

13. Attach the required legal description and list of deed restrictions, site plan, and rezoning application, as well as the optional owner authorization and building elevations, if necessary. Click "Next".

☐ Attach Documents

Document Title	Status	Description	File Name		
Owner Authorization	Optional			✓	Attach File
Legal Description and List of Deed Restrictions	REQUIRED			⚠	Attach File
Site Plan	REQUIRED			⚠	Attach File
Building Elevations	Optional			✓	Attach File
Rezoning Application	REQUIRED			⚠	Attach File

14. Review the information on the next page. Click the checkbox stating that the disclaimer has been read and type your name in the field after "Accepted by:". Click "Submit".

