

REVIEW FEE SCHEDULE

4/25/05

Pursuant to the Provisions of Chapter 45, Zoning, of the Code of the City of Southfield, Article 4, Section 5.44, the Council of the City of Southfield has prescribed that the following fees be charged petitioners for amendments to the Zoning Ordinance and for review of site plans. These fees are necessary and reasonably related to the expense incurred in processing such zoning applications and site plans, and are to be paid at the time of submittal of the following applications and site plans.

Rezoning Requests	\$1,000 + \$40 for each acre over one (1)
Special Use Requests	\$600
Vacation Requests	\$1,000
Subdivision Plat Review	\$1,000 + \$10 for each lot
Items withdrawn by Petitioners	25% of original filing fee
Site Maintenance Agreement Recording Fee	Prevailing Oakland County Recording Costs (current costs are \$14 for first page and \$3 for each additional page)

Site Plans Reviewed by Council:

Single Family Residential (R-A, R-1, R-2, R-3, R-4, R-E) - Cluster Option	\$1,000 + \$5 per dwelling unit
- Nonresidential Uses	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area
Mobile Home Park (RMH)	\$1,000 + \$5 per each mobile home
Multiple Family (R-T, RM, RMM, RMU)	\$1,000 + \$10 for each proposed unit
Office-Service (O-S)	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area
Education-Research-Office-Limited (ERO-M) and Education-Research- Office (ERO)	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area

Regional Center (RC)	\$1,000 + \$10 for each proposed unit and/or \$5 for each 1,000 sq.ft. of gross building area of office or retail space
Neighborhood Business (B-1)	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area
Planned Business (B-2)	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area
General Business (B-3)	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area
Neighborhood Shopping (NS)	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area
Regional Shopping (RS)	\$1,000 + \$5 for each 1,000 sq.ft. of gross building area

Site Plans Reviewed Administratively:

Television-Radio-Office-Studio (TV-R)	\$750 + \$5 for each 1,000 sq.ft. of gross building area
Industrial, Vehicular Parking (I-1, I-L, P)	\$750 + \$5 for each 1,000 sq.ft. of gross building area
Amendments to previously approved site plans (all districts)	\$750 + \$5 for each 1,000 sq.ft. of gross building area or \$10 for each proposed unit

Wetland Review Fees for Site Plan

Administrative Review	\$750 (\$175 permit; \$575 escrow)
City Council Review	\$1,575 (\$575 permit; \$1,000 escrow)

PROCEDURE FOR FILING REZONING APPLICATION

1. Obtain three (3) copies of the rezoning application at the Planning Department.
2. Fill out the applications in their entirety (Please print or type). Include twenty-five (25) copies of the plot plan prepared in accordance with the following requirements:
 - (a) General location map indicating the location of the property in relation to surrounding streets.
 - (b) Legal description of requested property.
 - (c) Survey of property, drawn to scale, giving dimensions of the property, right-of-way of abutting streets, and any natural features (wooded areas, topography, water areas, etc.).
 - (d) Zoning of surrounding property.
 - (e) Requested zoning.
3. Section 5.51 of the Zoning Ordinance requires the submission of a community impact statement in connection with a rezoning application or site plan review application when the following exists:
 - (a) A request for rezoning or site plan approval is submitted, whichever shall occur first, for parcels having an area of ten (10) acres or greater, or
 - (b) A development of one hundred and fifty thousand (150,000) square feet of gross floor area or more is submitted for site plan review, or
 - (c) A development of two hundred (200) dwelling units or more is submitted for site plan review, or
 - (d) When three (3) or more points are accumulated from the attached table.
4. Return the completed application in duplicate with the twenty-five (25) copies of the plot plan to the Planning Department with the filing fee and authorization from the owner, either by signing the application or a separate letter from the owner of the property, acknowledging his awareness of the request.
5. When the application is filed, a cover letter and location map are forwarded to the City Council for their next regular meeting for referral to the Planning Commission and Planning Department.
6. When the request is referred to the Planning Commission, copies of the application and plot plan are forwarded to the Commissioners.
7. The Planning Commission will study the request of the petitioner and prepare to make their recommendation.
8. The petitioner will be notified by mail when the item is scheduled for public hearing and when it will appear on the agenda of the Planning Commission.
9. The Planning Commission will make its recommendation which will be forwarded to the City Council following the regular meeting of the Planning Commission.

10. The City Council, when it has received the Planning Commission recommendation, may deny the petition, or may set a date for public hearing. If a public hearing is to be held, the notice will be published in the official newspaper at least fifteen (15) days prior to the hearing and notices are sent to abutting property owners and to the public utility companies.
11. At the time of the public hearing, the City Council will hear any objections to the proposed rezoning and may either approve or deny the request.
12. If the rezoning is approved, an ordinance may be introduced to amend the Official Zoning Ordinance and Map, and two (2) weeks later may be enacted.
13. After the ordinance is enacted, it must be published in the official newspaper within ten (10) days unless vetoed by the Mayor.
14. The rezoning of property usually requires three (3) to four (4) months to complete.

COMMUNITY IMPACT STATEMENT TABLE

In accordance with the provisions of Section 5.51 of the Zoning Ordinance which states that a community impact statement shall be submitted when:

- a. A request for rezoning or site plan approval is submitted, whichever shall occur first, for parcels having an area of ten (10) acres or greater, or
- b. A development of one hundred and fifty thousand (150,000) square feet of gross floor area or more is submitted for site plan review, or
- c. A development of two hundred (200) dwelling units or more is submitted for site plan review, or
- d. When three (3) or more points are accumulated from the following table:
(Check if conditions exist)

_____	Displacement of community residents.	1 Point
_____	Natural features in the project area which are unique to the area. (e.g. streams, lakes, soils, etc.)	1 Point
_____	Area serves as a habitat, food source, nesting place, etc., for wildlife as determined by the City of Southfield Department of Parks and Recreation	1 Point
_____	The site involves land designated as floodplain	1 Point
_____	The site is considered a woodlot (a minimum of twenty (20%) percent of the site consisting of a well stocked stand of trees with a majority having a three (3") inch caliper or greater) and/or a wetland (poorly drained lands that are generally or intermittently covered with water which, by nature of its surface and/or subsurface soil characteristics, either contribute to the replenishment of subsurface water supply, or are self-contained water resources, including marshes, swamps and bogs).	1 Point
_____	The site has slopes or grades of twenty-five (25%) percent or greater.	1 Point
_____	The property is located on other than a major thoroughfare.	1 Point
_____	The development of the property will necessitate the widening of adjacent thoroughfares.	1 Point
_____	The development of the property will necessitate the extension of the following public utilities to adequately serve it:	
	Storm Sewer	1 Point
	Sanitary Sewer	1 Point
	Water Main	1 Point
_____	Roadway related carbon monoxide concentration exceeding Federal standard of 10 mg. per cubic meter for an eight (8) hour period.	1 Point

I hereby grant permission for representatives of the City of Southfield to enter upon the property herein requested for rezoning for the purpose of posting, installing, and removing a sign to indicate that the property has been submitted for rezoning. I hereby release the City of Southfield and its representatives from liability during the installation, time of posting, or removal of said sign.

I further represent that I have full authority to execute this permission on behalf of the owner of the property herein requested for rezoning.

Petitioner

Date

THIS APPLICATION MUST BE FILLED OUT AND RETURNED IN DUPLICATE

APPLICATION TO REZONE LAND WITHIN THE CITY OF SOUTHFIELD

Application Number _____

Date _____

Sidwell Parcel _____

Section Number _____

Notice to Applicant: Regular Meetings of the Planning Commission are held on the 4th Wednesday of each month at 6:30 P. M., at the Southfield Municipal Building, 26000 Evergreen Road. The application must first be submitted to the City Council for referral to the Planning Commission. Regular Meetings of the Council are held on the 2nd and 4th Monday of each month at 7:30 P. M., at the Southfield Municipal Building.

To the City Council and the Planning Commission:

I(We) the undersigned, do hereby respectfully make application and petition the City Council to amend the Zoning Ordinance and change the zoning map as herein-after requested and, as a part of this application, the following facts are shown: (Please print or type)

1. It is desired and requested that the following described property be rezoned from _____ to _____
(existing zoning districts) (proposed zoning districts)
2. The property sought to be rezoned is located on _____
between _____ and _____
on the _____ side of the street.
3. The property is part of a recorded plat and is known as Lot Number(s) _____
_____ of _____
(subdivision).
It has a frontage of _____ feet and a depth of _____ feet.
4. The property is in acreage and is not, therefore, a part of a recorded plat: The property sought to be rezoned is legally described as follows:
(Indicate dimensions along all street frontages)

5. The land area of this subject property is _____
(square feet or acres)

6. Firm or individual requesting rezoning of above described property:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

7. The property sought to be rezoned is owned by:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

8. Basis of representation (e.g. legal representative, owner, option to buy, engineer, architect, planner)

9. We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.

10. Attach twenty-five (25) copies of the plot plan, drawn to scale, prepared in accordance with the requirements stated in the procedure sheet which is attached hereto.

Property Owner's Authorization

Applicant

(Signature)

(Signature)

(Printed Name)

(Printed Name)

STATE OF MICHIGAN)
COUNTY OF OAKLAND)

On this _____ day of _____, A. D., 20____, before me personally appeared the above named person who, being duly sworn, says that he has read the foregoing application for rezoning, by him signed, and knows the contents thereof; and that the same is true of his own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he believes it to be true.

Notary Public, Oakland County, Michigan
My Commission Expires _____

THIS APPLICATION MUST BE FILLED OUT AND RETURNED IN DUPLICATE

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Application Number _____

Date _____

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1. It is desired and requested that the following described property be rezoned from _____ to _____.
(existing zoning districts) (proposed zoning districts)
2. The property sought to be rezoned is located on _____ between _____ and _____ on the _____ side of the street.
3. The property is part of a recorded plat and is known as Lot Number(s) _____ of _____ (subdivision).
It has a frontage of _____ feet and a depth of _____ feet.
4. The property is in _____ acreage and is not, therefore, a part of a recorded plat: The property sought to be rezoned is legally described as follows:
(Indicate dimensions along all street frontages)

5. The land area of this subject property is _____
(square feet or acres)

6. Firm or individual requesting rezoning of above described property:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

7. The property sought to be rezoned is owned by:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

8. Basis of representation (e.g. legal representative, owner, option to buy, engineer, architect, planner)

9. We attach a statement hereto indicating why, in our opinion, the change requested is necessary for the preservation and enjoyment of substantial property rights, and why such change will not be detrimental to the public welfare, nor the property of other persons located in the vicinity thereof.

10. Attach twenty-five (25) copies of the plot plan, drawn to scale, prepared in accordance with the requirements stated in the procedure sheet which is attached hereto.

Property Owner's Authorization

Applicant

(Signature)

(Signature)

(Printed Name)

(Printed Name)

STATE OF MICHIGAN
COUNTY OF OAKLAND

On this _____ day of _____, A. D., 20____, before me personally appeared the above named person who, being duly sworn, says that he has read the foregoing application for rezoning, by him signed, and knows the contents thereof; and that the same is true of his own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he believes it to be true.

Notary Public, Oakland County, Michigan
My Commission Expires _____