

**CITY OF SOUTHFIELD
ENTRANCE MARKER/LANDSCAPE PROGRAM
ACTIVE ASSOCIATIONS - APPLICATION**

Date _____

Active Association Name _____

Contact Person _____

Address _____ Zip Code _____

Daytime Telephone # _____

E-mail address _____

*ELIGIBLE FUNDING FOR THIS PROGRAM IS PROVIDED ON A FIRST-COME FIRST SERVE BASIS.
Active associations are eligible to apply for the Entrance Marker/Landscape Program.*

1. What entranceway improvements are proposed for the active association? (i.e. repairs, new marker(s), landscaping or a combination of the above)

2. Please obtain estimates for all proposed improvements and submit the estimates along with scaled drawings and a current color photo of entranceway to the City of Southfield, Neighborhood and Information Center, 26000 Evergreen Road, Southfield, MI 48076. All improvements require estimates, scaled drawings, a current color photo of entranceway and City of Southfield approval before the work begins.

3. Active neighborhood and condominium associations will need to submit a current W-9 form listing their federal tax identification number to establish a vendor number with the City. The invoice must match the name and address on the W-9 form. Please find the most recent version of the W-9 form (2018) at the following link.
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

4. Active associations may submit **one** application per fiscal year July 1 – June 30. The approved work must be completed within the appropriate fiscal year.

5. The detailed invoice must include the date of service, association name and address (matching the W-9) and a zero balance that is submitted to the City of Southfield Neighborhood & Information Center for the appropriate reimbursement.

(Signature of association board member)

CITY OF SOUTHFIELD
ENTRANCEWAY PROGRAM INFORMATION
FOR ACTIVE ASSOCIATIONS

1. The Southfield Entranceway Program is a beautification program which funds neighborhood and condominium entranceway improvements. The City will provide matching funds at a 2-to-1 ratio to a maximum of \$1,000. (For example: if a project costs \$1,500 and the neighborhood spends \$500, the City will match the neighborhood total with \$1,000.)
2. New markers and landscaping as well as renovations of existing markers and landscaping are eligible for funding.
3. All proposals require Neighborhood and Information and/or Planning Department staff approval. Unapproved projects are not funded.
4. Cost estimates and scaled drawings are required for each improvement. Landscape plans must list all plant material, types and sizes. Plantings should be guaranteed for one year. Sign plans will include a location map, showing right-of-way and property lines as well as curbs or street edges. Only perennial plants will be funded in this program.
5. New proposals in the City's right-of-way or near an Oakland County Road may require City Council and/or Oakland County Road Commission approval.
6. New markers placed on private property require a permission letter from the owner.
7. All new entrance marker requests require a sign permit and compliance with city ordinances.
 - a. New entrance markers in the sight triangle cannot be higher than 3' above the road. (The sight triangle is formed by measuring 25' along each right-of-way from the corner and connecting the two lines.)
 - b. New entrance markers cannot be larger than 5 ½ ' by 2' and no more than 3' in height.
 - c. Subdivision associations are limited to two (2) signs per subdivision.
 - d. Condominium associations are limited to one (1) wall sign or one (1) garden ground sign per complex.
8. The maintenance of the entrance marker(s) and/or landscaping is the homeowner association's responsibility.
9. Associations or their contractors are reimbursed with a single payment after all work is complete and inspected by city staff and a detailed invoice which also includes the date of completion is submitted. Checks are usually issued within two weeks of final approval.

Landscape and irrigation requirements for reimbursement for active associations.

1. All existing or proposed landscape and irrigation systems shall meet or exceed the general requirements and specifications of the City of Southfield's Planning Department. (copies available on request)
2. All plant material shall be premium quality. (nursery grade #1)
3. Only improved landscaped beds that include trees, shrubs or perennials (in healthy growing condition) will be eligible for reimbursement.
4. Soil shall be backfilled directly behind all curbs and along sidewalks and compacted to the top of curbs or walks to support vehicles and pedestrians without settling.
5. All trees and shrubs shall be no closer than the following distances from sidewalks, curbs and parking stalls:

Shade/Canopy Trees	5 feet
Ornamental/Flowering & Evergreen Trees	10 feet
Evergreen/Flowering Shrubs	4 feet

6. All shrub beds are to be mulched with shredded bark mulch to a 3" minimum depth, and lawn trees with a minimum 4' wide by 4" deep shredded bark ring. Only natural –colored double shredded hardwood bark mulch may be used.
7. The irrigation of all plants, shrubs and trees shall continue for the entire growing season or as the weather dictates. Irrigation systems shall have separate zones to minimize overwatering.
8. All landscape shall be free of weeds, dead or diseased material, trash and debris and shall be pruned, mowed or otherwise maintained in a timely fashion to improve appearances and remove hazards.
9. Further direction and information available upon request.

For more information contact:

City of Southfield
Neighborhood and Information Center
26000 Evergreen Road
Southfield, MI 48076
(248) 796-5140