

2025



# GUIDE TO DEVELOPMENT



KEY CONTACTS ■ SUBMITTAL INFORMATION ■ CITY REVIEW & PROCESSES

Prepared By:

**City of Southfield**  
**Department of Business & Economic Development**

# TABLE OF CONTENTS

## CITY OF SOUTHFIELD GUIDE TO DEVELOPMENT

Section	Page
Key Contact Information	1
Boards and Commissions	2
Approval Authorities Table	3
Planning & Zoning	4
Building Department	19
Engineering Department	24
Financial Incentives	25
Business Licenses	27
Partner Organizations	29

## Key Contact Information

### Mayor (248) 796-5100

Kenson J. Siver, Mayor [ksiver@cityofsouthfield.com](mailto:ksiver@cityofsouthfield.com)

### City Council c/o City Clerk's Office (248) 796-5150

Charles Hicks, Council President [chicks@cityofsouthfield.com](mailto:chicks@cityofsouthfield.com)

Coretta Houge, Council President Pro Tem [chouge@cityofsouthfield.com](mailto:chouge@cityofsouthfield.com)

Nancy L.M. Banks [nbanks@cityofsouthfield.com](mailto:nbanks@cityofsouthfield.com)

Daniel Brightwell [dbrightwell@cityofsouthfield.com](mailto:dbrightwell@cityofsouthfield.com)

Ashanti Bland [abland@cityofsouthfield.com](mailto:abland@cityofsouthfield.com)

Yolanda C. Haynes [yhaynes@cityofsouthfield.com](mailto:yhaynes@cityofsouthfield.com)

Michael "Ari" Mandelbaum, [mmandelbaum@cityofsouthfield.com](mailto:mmandelbaum@cityofsouthfield.com)

### City Administration (248) 796-5110

Fred Zorn, City Administrator [fzorn@cityofsouthfield.com](mailto:fzorn@cityofsouthfield.com)

John Michrina, Deputy City Administrator [jmichrina@cityofsouthfield.com](mailto:jmichrina@cityofsouthfield.com)

### Planning Department (248) 796-4150

Terry Croad, AICP, ASLA, City Planner [tcroad@cityofsouthfield.com](mailto:tcroad@cityofsouthfield.com)

Thomas Paison, AICP, Deputy City Planner [tpaison@cityofsouthfield.com](mailto:tpaison@cityofsouthfield.com)

Kyle Bryce, Senior Planner [kbryce@cityofsouthfield.com](mailto:kbryce@cityofsouthfield.com)

Alex Bollin, Planner I [mbollin@cityofsouthfield.com](mailto:mbollin@cityofsouthfield.com)

Souzan Yousif, ENV SP, LEED AP, Sustainability Planner [syousif@cityofsouthfield.com](mailto:syousif@cityofsouthfield.com)

### Building Department (248) 796-4100

Charles Woodward, Building Official [cwoodward@cityofsouthfield.com](mailto:cwoodward@cityofsouthfield.com)

### Zoning Board of Appeals

Nichole Vallette, Permitting Technician [nvallette@cityofsouthfield.com](mailto:nvallette@cityofsouthfield.com)

### Engineering (248) 796-4810

Leigh Schultz, P.E., City Engineer [lschultz@cityofsouthfield.com](mailto:lschultz@cityofsouthfield.com)

### Soil Erosion

John Belliveau, Field Construction Coordinator [jbelleiveau@cityofsouthfield.com](mailto:jbelleiveau@cityofsouthfield.com)

### Fire Department (248) 796-5600

Joey Thorington, Fire Chief [jthorington@cityofsouthfield.com](mailto:jthorington@cityofsouthfield.com)

Mark Jackson, Deputy Fire Chief [mjackson1@cityofsouthfield.com](mailto:mjackson1@cityofsouthfield.com)

Antonio Macias, Deputy Fire Chief [amacias@cityofsouthfield.com](mailto:amacias@cityofsouthfield.com)

LaTeef Townsel, Fire Marshal [ltownsel@cityofsouthfield.com](mailto:ltownsel@cityofsouthfield.com)

### Business Development (248) 796-4161

Rochelle Freeman, Business & Economic Development Director [rfreeman@cityofsouthfield.com](mailto:rfreeman@cityofsouthfield.com)



Sarah Mulally, AICP, Deputy Director of Business & Economic Development,  
[smulally@cityofsouthfield.com](mailto:smulally@cityofsouthfield.com)

**City Clerk (248) 796-5150**

Gabi Grossbard, City Clerk [ggrossbard@cityofsouthfield.com](mailto:ggrossbard@cityofsouthfield.com)

**Assessing (248) 796-5230**

Justin Prybylski, City Assessor [jprybylski@cityofsouthfield.com](mailto:jprybylski@cityofsouthfield.com)

Trena Urbin, Deputy Assessor [turbin@cityofsouthfield.com](mailto:turbin@cityofsouthfield.com)

**DDA (248) 796-5190**

Molly LaLone, Executive Director [mlalone@cityofsouthfield.com](mailto:mlalone@cityofsouthfield.com)

**Boards and Commissions\***

Board Name	Meeting Dates/Times	Staff Contact
City Council	Most Mondays, 6:00pm, Council Chambers	Gabi Grossbard, City Clerk
Planning Commission	All meetings begin at 6:30pm 1 <sup>st</sup> Wednesday – Study Meeting 2 <sup>nd</sup> Wednesday – Long Range Study 3 <sup>rd</sup> Wednesday Regular Meeting Council Chambers	Thomas Paison, Deputy City Planner
Zoning Board of Appeals	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday, 7:00pm, Council Chambers	Nichole Vallette
Arts Commission	3 <sup>rd</sup> Tuesday of the month, 5:30am; Public Services Conference Room A	Alex Bollin
Southfield Downtown Development Authority	4th Friday of the month, odd months, 8:00am; location varies	Molly LaLone

*\*Meeting dates, times, and locations are subject to change; please contact the representative listed to confirm.*

## Approval Authorities Table

Approval Authorities Table	City Planner	Planning Commission	City Council	Zoning Board of Appeals	Building Department	Engineering Department	Public Arts Commission
Administrative Site Plan*	x						
Site Plan*		x					
Special Land Use		x (recommendation)	x (approval)				
ODD (RUDD, MUCD)		x (recommendation)	x (approval)				
Rezoning		x (recommendation)	x (approval)				
Zoning Amendment		x (recommendation)	x (approval)				
Tree Removal Permit	x (single fam res)		x (in conjunction with site plan)				
Commercial Fence Permit	x						
Residential Fence Permit					x		
Variance/ Interpretation/ Temporary Use				x			
Building & Trade Permits					x		
Certificates of Occupancy					x		
Paving/Grading/ Utility Permits						x	
Soil Erosion Permits						x	
Right of Way Permits						X	
Public Arts							x (recommendation)

*\*See Site Plan Approval Flowchart on Page 13 for approval authority based on scope of work*

## **Planning & Zoning**

Please see the [Planning Department website](#) for all up-to-date information below.

### **Zoning Ordinance**

The Zoning Ordinance outlines land-use regulations for every zoning district in the City of Southfield. It establishes the types of permitted activities, building placement requirements, and design standards that apply to specific uses and zoning designations.

### **Zoning Map**

The Zoning Map identifies the zoning classification of every parcel within the City. This designation determines which regulations from the Zoning Ordinance apply to a particular property.

### **Master Plan**

In accordance with the Michigan Planning Enabling Act (Act 33 of 2008, as amended), the City of Southfield updates its Comprehensive Master Plan every five years. Commonly referred to as the “Master Plan,” this document guides long-range development, programs, and policy decisions to ensure the community evolves in line with residents’ vision for the future. City Council, departments, boards, commissions, and staff rely on the Master Plan when evaluating new development, infrastructure, and public initiatives, always asking: Does this align with the community’s vision?

### **Fee Schedule**

The fee schedule, adopted by City Council on a regular basis, outlines the costs associated with Planning Department review processes, including site plans, rezonings, special land uses, and other applications.

### **Pre-Application Meetings**

The Planning Department strongly encourages developers, architects, tenants, and property owners to request a pre-application meeting prior to submitting a site plan, special land use, or rezoning application. Relevant staff from other City departments are invited as needed. Pre-application meetings are held on Wednesdays from 1:00 to 4:00 p.m. and scheduled on a first-come, first-served basis.

### **Notification Procedures**

Per Section 103 of the Michigan Zoning Enabling Act, a public hearing must be publicly noticed in a newspaper of general circulation at least 15 days prior to the hearing date. In addition:

- Notice must be sent to the owner(s) of the property that is the subject of the request.

- Notice must also be provided to all persons to whom real property is assessed within 300 feet of the subject parcel, as well as all occupants of structures within 300 feet, regardless of jurisdictional boundaries.
- Only one occupant per structure must be notified, except in buildings with multiple dwelling units or separately leased spaces, where notice must be provided to at least one occupant of each unit or space. For structures with more than four units, notice may be sent to the property manager or owner with a request to post it at the primary entrance.
- Notice is considered delivered when personally served or deposited with the U.S. Postal Service or another delivery service during normal business hours.
- All notices must be sent no fewer than 15 days before the date the request is considered.
- If an occupant's name is unknown, the term "Occupant" may be used.

Required notice content includes:

- A description of the nature of the request
- Identification of the subject property, including all existing street addresses (or other reasonable means of identification if no addresses exist)
- The date, time, and location where the request will be considered
- The location where written comments may be submitted

#### **City of Southfield Extended Courtesy Notifications**

Although state law requires notification within 300 feet, the City of Southfield exceeds this requirement by notifying property owners within 350 feet and by sending notice to adjacent registered, active homeowners associations and condominium associations.

### Rezoning/Overlay Development (ODD, RUDD, MUCD)

A property re-zoning request can be initiated by a property owner, other interested party (with property owner authorization), or City Council.

#### Rezoning Types

Zoning Type	Permitted Locations	Minimum Acreage	Intent	Development Agreements
<b>Standard Rezoning (ZR)</b>	City Wide	Per Zoning District	N/A	
<b>Conditional Rezoning (CZR)</b>	City Wide	Per Zoning District	Under the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), an applicant may voluntarily offer conditions as part of a rezoning request. The City may approve these conditions to help reduce potential impacts on the health, safety, and general welfare of nearby properties, neighborhoods, and the community.	Conditional rezoning agreement with voluntary conditions set forth by applicant required
<b>Overlay Development District (ODD)</b>	ODD Districts Only	City Centre/DDA Subareas: 1 acre; All others: 2 acres	To encourage development on parcels that may be challenging due to size, location, adjacency to higher-density uses, or environmental features; to support creative site design and the preservation of natural features, historic resources, or notable architecture within the ODD; and to provide flexibility in layout, setbacks, uses, and land-resource efficiency while maintaining compatibility with surrounding properties. In exchange for this flexibility, ODD developments are expected to achieve above-average design standards.	Overlay Development District Agreement
<b>Residential Unit</b>	RUDD Districts Only	3.75 acres	It is the intent of this District to apply RUDD	



<b>Zoning Type</b>	<b>Permitted Locations</b>	<b>Minimum Acreage</b>	<b>Intent</b>	<b>Development Agreements</b>
<b>Development District (RUDD)</b>			regulations to encourage land use that reflects a site's character and adaptability, support adaptive reuse of former school buildings and sites, promote green infrastructure and resource conservation, foster innovative land-use planning, provide enhanced housing, employment, circulation, and recreation opportunities, ensure compatibility with surrounding properties, and guide development consistent with Sustainable Southfield and the City's Future Land Use Plan.	
<b>Mixed Use Corridor District (MUCD)</b>	MUCD Districts Only	.25 acres	Eligible properties within the Mixed-Use Corridor District front major thoroughfares and often include shallow lots that challenge redevelopment. The intent of this District is to apply MUCD regulations to encourage land use suited to a site's character, provide a compatible transition between non-residential and residential areas, support mixed-use Middle Housing and small-scale commercial uses that serve nearby neighborhoods, foster innovative land-use planning, improve housing, employment, walkability, and circulation options, ensure design compatibility, and guide development consistent	

Zoning Type	Permitted Locations	Minimum Acreage	Intent	Development Agreements
			with Sustainable Southfield and the City's Future Land Use Plan.	

### Submittal requirements

All rezoning applications must now be submitted online through the Planning Department's application portal. Required materials include a PDF of the plans, the completed application form, and the applicable fee. A pre-application meeting is strongly encouraged prior to submission.

ODD, RUDD, and MUCD projects require a corresponding Development Agreement as part of the review process.

### Review Process

The Planning Department will solicit input from relevant City departments on each rezoning request before forwarding it to the Planning Commission for consideration, which typically includes one to two study meetings and a public hearing. Following the Planning Commission's recommendation, the request proceeds to the City Council for a study meeting, public hearing, and final action. Upon approval, the City Clerk updates the Zoning Map and City Code.

Rezoning requests are evaluated for consistency with adjacent zoning designations, the site's Future Land Use map classification, and a minimum lot size of one acre to prevent spot zoning, along with any other applicable review criteria.

All applications and submittal requirements are available at:

[www.cityofsouthfield.com/departments/planning-department/applications-and-information](http://www.cityofsouthfield.com/departments/planning-department/applications-and-information).

## Standard Rezoning Review Timeline



## ODD/RUDD/MUCD Rezoning Review Timeline

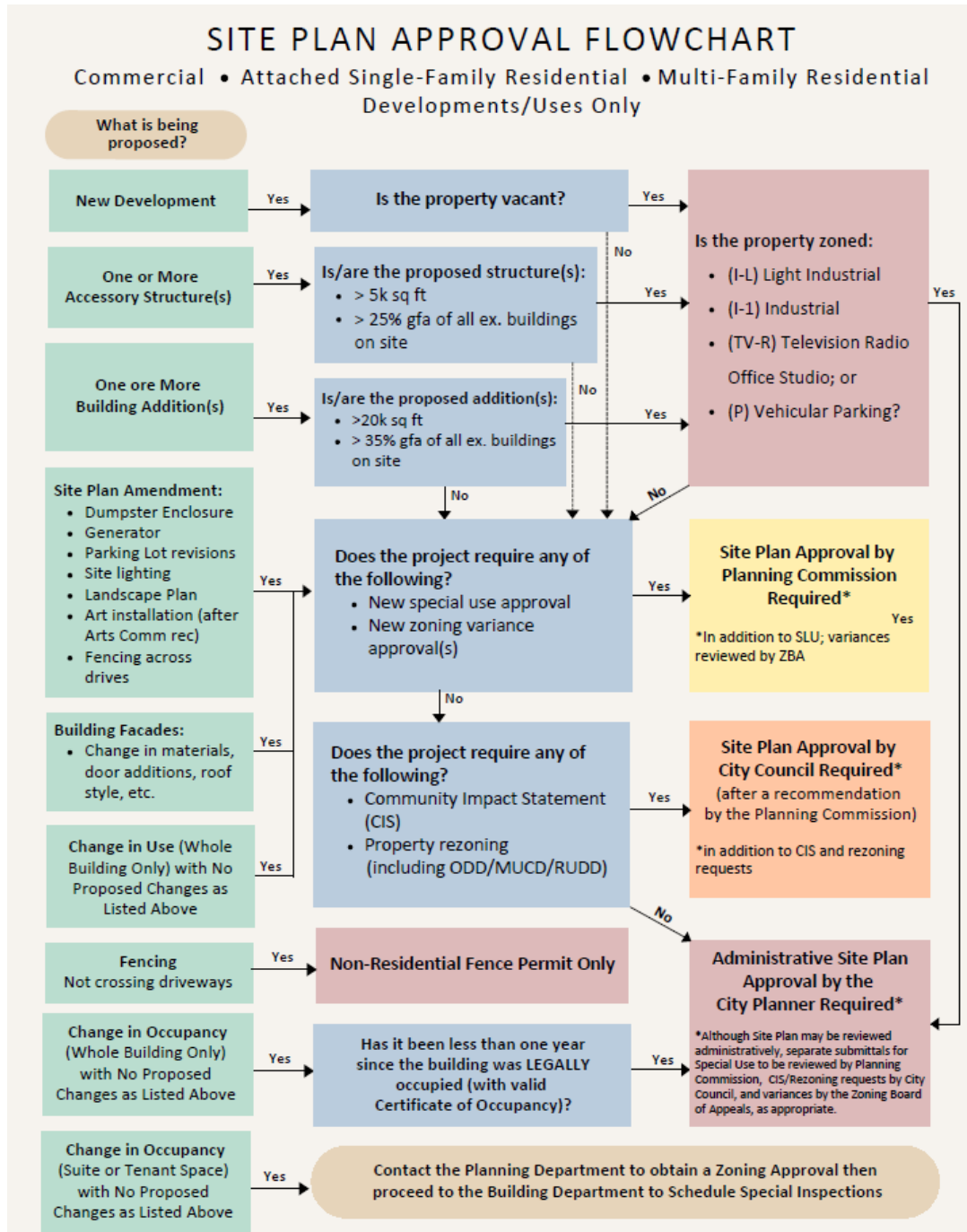


## Site Plans & Administrative Site Plans

Site plans are a key part of the development review process. They provide a graphic representation of a property and show proposed changes in relation to existing or proposed lot lines. The Site Plan and Administrative Site Plan application packets include detailed checklists of all required plan elements.

### Site Plan vs. Administrative Site Plan

Any exterior changes to a site require either Administrative Site Plan approval or full Site Plan approval, depending on the scope of the project.





## **Process of Approval**

### **Site Plan:**

The Planning Department will solicit input from relevant City departments, after which the request proceeds to the Planning Commission for one to two study meetings and a public hearing. The Planning Commission may issue a recommendation or an approval, depending on the project scope. Some projects may also require City Council review, including a study meeting and public hearing. See the Site Plan Approval Flowchart for approval authority based on project type.

### **Administrative Site Plan:**

The Planning Department will collect comments from City departments. Once all comments are addressed, the City Planner issues the Administrative Site Plan approval.

## **Submittal Requirements**

### **Site Plan:**

PDFs of the site plan, landscape plan, photometric plan, and building elevations; a Letter of Understanding; and the completed application must be submitted online as a PZE Process through BS&A. Once the submittal is accepted, an invoice will be generated, and payment must be received before review begins.

### **Administrative Site Plan:**

PDFs of the site plan, landscape plan, and building elevations; a Letter of Understanding; and the completed application must be submitted online as a PZE Process through BS&A. After acceptance, an invoice will be issued and payment is required before review begins.

### **How Long Does Approval Last?**

All site plan approvals are valid for twelve (12) months from the date of approval unless an extension is requested in writing and granted by the body with approval authority. Any granted extension may not exceed one (1) year.

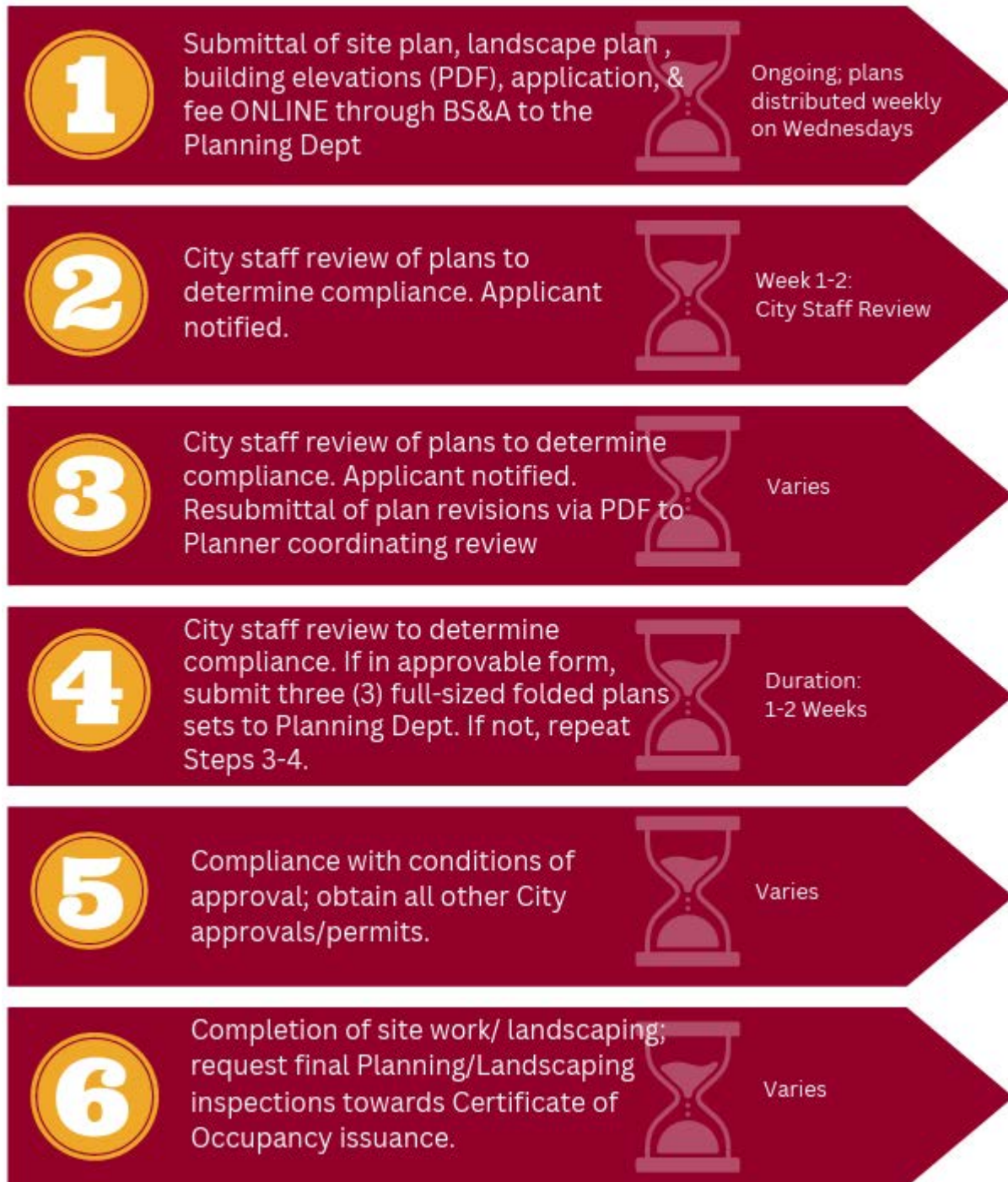
**Please see the submittal requirements including relevant applications here:**

[Site Plan Application](#)

[Administrative Site Plan Application](#)



## Administrative Site Plan Review Timeline

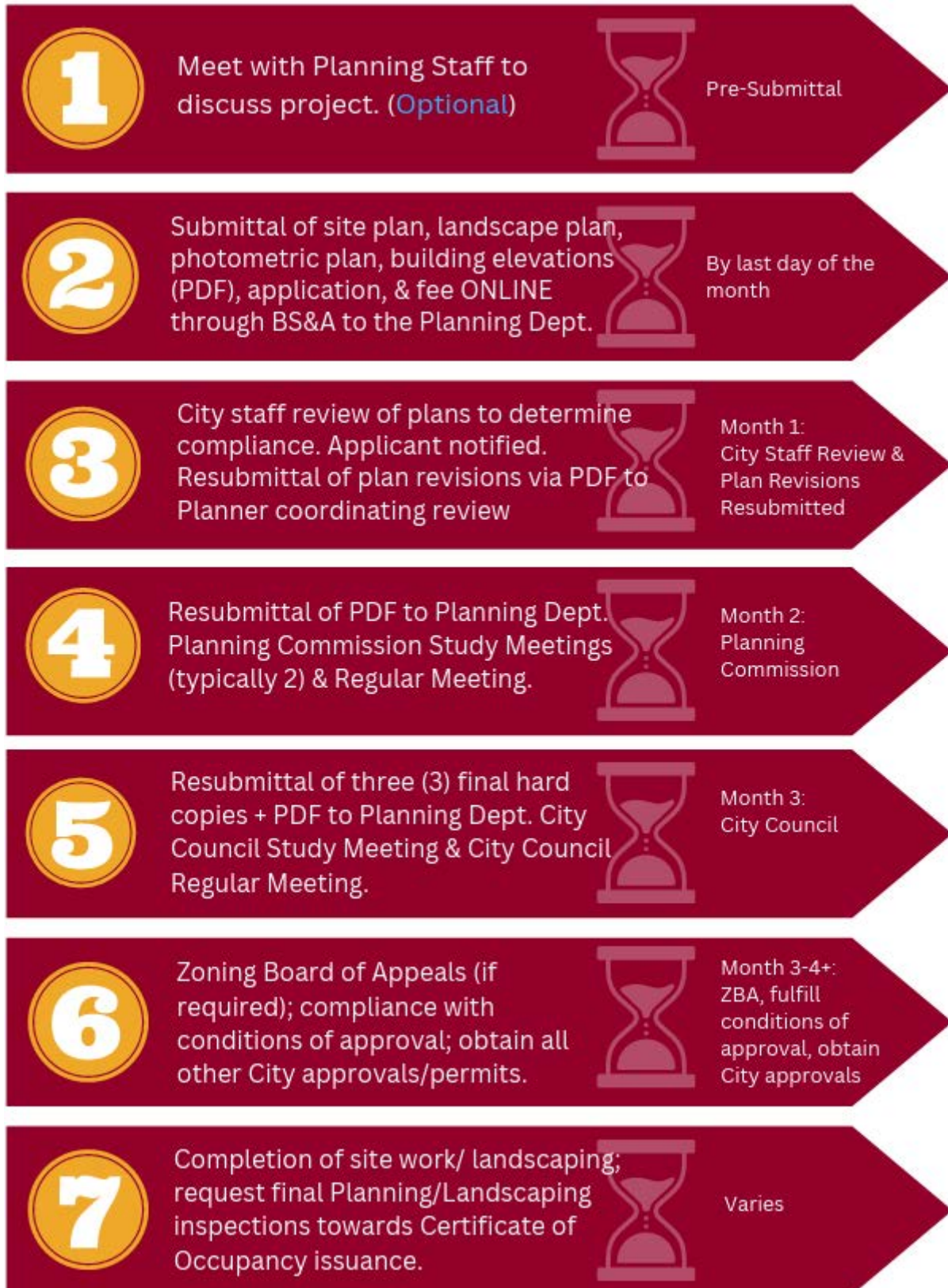


## Site Plan Review Timeline (Planning Commission)





## Site Plan Review Timeline (City Council)



### **Special Land Use Requests**

Special Land Use approvals are required for specific uses identified in Chapter 45 of the Southfield City Code. These uses typically carry a greater potential to impact surrounding properties and therefore warrant additional review.

Under the State Zoning Enabling Act, all regulations and decision-making standards for Special Land Uses must be clearly stated in the zoning ordinance. These standards ensure that an approved use is compatible with surrounding land uses, protects the natural environment, can be supported by public services and facilities, and upholds the public health, safety, and welfare of the community.

A Special Land Use request must be approved if it meets all applicable zoning standards, ordinance-authorized conditions, and relevant local, state, and federal laws. Reasonable conditions may be imposed as part of a Special Land Use, Planned Unit Development, or other discretionary approval to ensure adequate public services, protect natural resources, promote compatibility with adjacent uses, and encourage socially and economically desirable development patterns.

### **Process of Approval**

The Planning Department will solicit input from relevant City departments, typically concurrent with a Site Plan or Administrative Site Plan review. The request then proceeds to the Planning Commission for one to two study meetings and a public hearing, followed by City Council consideration at a study meeting and public hearing for final action.

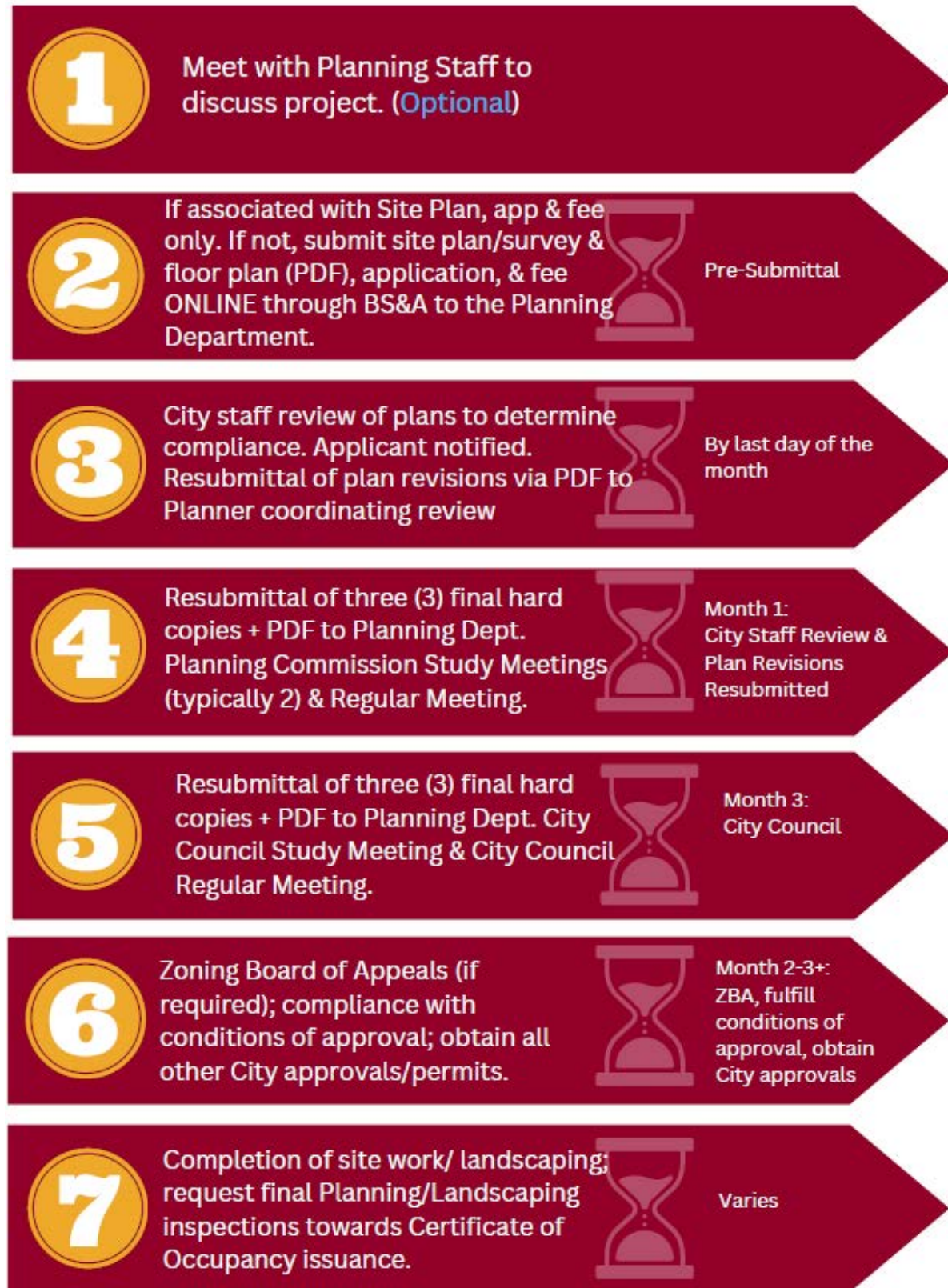
### **Submittal Requirements**

If the Special Land Use is submitted with a Site Plan, only the application needs to be submitted as a PZE Process through BS&A. If not associated with a Site Plan, applicants must submit PDFs of the plans (site plan/survey and floor plan), a Letter of Understanding, and the application through BS&A as a PZE Process. Once the submittal is accepted, an invoice will be issued and payment is required before review begins.

Special Land Use submittal requirements and the application packet are available here:

[Special Land Use Application](#)

## Special Land Use Review Timeline





### **Tree Removal Permits**

Per Section 5.53, Article 4 of the Zoning Ordinance (Woodlands Ordinance), a permit is required to remove any tree over 6 inches in diameter that is in good condition. All tree removals and trimming must be performed by a contractor licensed with the City Clerk's Office as a Tree Services provider (see Business Licenses for details).

### **Single-Family Property (Not Part of New Construction)**

Submit a Tree Removal Permit application online through BS&A. Include the type and size of each tree and an aerial or plot plan showing their locations.

### **Tree Removal Application**

### **Single-Family Property (Part of New Home Construction)**

Submit a PDF of the completed Single Family Residential Checklist, a site plan, and a tree location survey prepared by a licensed design professional in accordance with Section 5.56(7)(b). These materials must be submitted online as a PZE Process through BS&A.

### **Single Family Residential Construction (Tree Removals)**

### **Commercial Property**

If a tree removal request is **not** associated with a Site Plan, plat, or other development requiring City Council approval, the Planning Director reviews and decides the application.

If the request **is** associated with a development requiring **Administrative Site Plan** approval:

- Notice of the tree permit application must be mailed by first-class mail to all adjoining property owners (including across rights-of-way and easements) at least 15 days before the Director issues a decision.
- The notice must state where the application may be reviewed and inform owners that written objections may be filed with the Planning Department.
- A tree permit related to an approved Administrative Site Plan may not be issued until 10 days after approval.

### **Appeals:**

Any person denied a tree permit by the Director, or any adjoining property owner affected by an approved tree permit tied to an Administrative Site Plan, may appeal to the City Council. Appeals must be filed in writing with the City Clerk within 10 days of the mailing date of the decision. Filing an appeal suspends the issuance of the tree permit until the Council makes a determination. The City Council may affirm, reverse, or modify the Director's decision based on compliance with ordinance standards. If the tree removal request is part of a Site Plan reviewed by the City Council, the City Council may approve the tree removal permit concurrently with the Site Plan.



## **Building Department**

### **Residential Construction**

#### **Single-Family Residential**

Building permits are required for constructing, enlarging, altering, repairing, moving, demolishing, or changing the use group of a building or structure. This includes work on residential accessory buildings, sheds, fences, generators, decks, roofs, gutters, siding, insulation, windows, and similar improvements, as well as above-ground and in-ground swimming pools and the moving of buildings.

#### **New Construction**

- Planning Department approval is required for any tree removals (see Planning section).
- Engineering Department approval is also required (see Engineering section).

#### **Building Additions**

- Planning Department approval is required for any tree removals.
- Engineering Department approval is required.

#### **Zoning Permits**

- A zoning permit is required for sheds under 200 square feet.

#### **Multi Family**

Building permits are required for constructing, enlarging, altering, repairing, moving, demolishing, or changing the use group of a building or structure. This includes residential accessory buildings, sheds, fences, generators, decks, roofs, gutters, siding, insulation, windows, pools, and similar work.

#### **New Construction**

- Planning Department Site Plan approval is required.
- Engineering Department approval is also required.

#### **Building Additions**

- Site Plan or Administrative Site Plan approval from the Planning Department is required.
- Engineering Department approval is required.

## **Building Permits**

### **Who Approves?**

All construction-related permits and inspections are administered by the City of Southfield's Department of Building and Safety Engineering (Building Department).

### **What Is Required?**

#### **Commercial Review**

Submit a Building Permit Application along with detailed, signed and sealed construction documents prepared by a licensed design professional. Materials must include, at minimum:

- A complete Code Evaluation identifying:
  - Construction Type
  - Use Group and Occupant Load
  - Barrier-Free Accessibility compliance (2009 ICC/ANSI A117.1)
  - Soils investigation report
  - Structural calculations
  - Statement of special inspections
  - 2015 Michigan Energy Code compliance
  - List of deferred submittals (if any)
  - Demonstrated compliance with:
    - 2015 Michigan Building Code (MBC)
    - 2015 Michigan Mechanical Code (MMC)
    - 2018 Michigan Plumbing Code (MPC)
    - 2017 National Electrical Code (NEC)
    - 2015 International Fire Code (IFC)

#### **Residential Review**

Submit a Building Permit Application along with detailed construction documents that include:

- A complete Code Evaluation identifying Construction Type
- Soils investigation report
- Structural calculations
- Statement of special inspections
- 2015 Michigan Energy Code compliance
- List of deferred submittals (if any)
- Demonstrated compliance with:
  - 2015 MBC
  - 2015 MMC
  - 2018 MPC
  - 2017 NEC
  - 2015 IFC

Permit Type	When is it required?
Building	Constructing, enlarging, altering, repairing, moving, demolishing or changing the use group within the Building Code of a building or structure; Barrier-Free ramps; parking lot repaving, systems furniture, cellular colocation/replacement, commercial interior tenant demolition, dumpster enclosures, special events, tents, fireworks, food trucks, sidewalk sales; Residential accessory buildings, sheds, fences, generators, decks, roofs, gutters, siding, insulation, windows and similar work; Above ground swimming pools and in-ground swimming pools; moving of buildings
Electrical	Installing new electrical wiring or equipment; altering existing electrical wiring
Plumbing	Installing new plumbing fixtures; altering existing plumbing fixtures
Mechanical/HVAC	Installing new mechanical/heating/HVAC fixtures; altering existing mechanical/heating/HVAC fixtures
Fire Alarm	Installing new fire alarm or altering existing fire alarm system
Fire Suppression	Installing new fire suppression or altering existing fire suppression system

#### **Where can I find out about inspections?**

Inspections will be required at multiple points throughout the project for each permit issued. Inspection scheduling is the responsibility of the contractor and should only be scheduled when the work is ready for inspection. All permit submittals and inspection requests are handled online through BS&A:

Apply for permit: [BS&A Online Building Permitting](#)

Schedule an Inspection:

[BS&A Online Inspection Scheduling](#)

IN ORDER TO ISSUE A BUILDING PERMIT, SIGN OFF FROM THE PLANNING AND ENGINEERING DEPARTMENTS ARE REQUIRED FOR MANY PROJECTS

### **Certificates of Occupancy (change in use or occupant)**

Contact the Planning Department to determine whether the proposed change in use or occupancy complies with Zoning Ordinance requirements, including permitted use and off-street parking. Provide the property address and suite number, if applicable. If the use is compliant, Planning will enter a Zoning Approval into the BS&A permitting system, allowing you to proceed to the Building Department for next steps.

If interior modifications are planned that require building permits, you may then apply for those permits. If no permitted work is proposed, you must instead apply for a Change of Occupancy/Ownership permit.

Apply for Change of Ownership/Occupancy here:

[BS&A Online Application for Change in Ownership/Occupancy](#)

## **Zoning Board of Appeals**

### **Timing of Application**

Cases are heard after the Southfield City Council grants Site Plan approval. Any required variances must be obtained before permits can be issued.

### **Dimensional Variances**

Dimensional variance requests typically involve situations where a building or structure cannot meet a specific zoning requirement due to physical constraints on the site. Common requests include:

- Front, side, or rear yard setbacks
- Height
- Lot coverage
- Parking requirements
- Sign regulations
- Landscaping or buffering requirements

A variance may only be granted when a unique physical characteristic of the property creates the need for relief. Examples include irregular lot shapes, steep slopes, or unusual easements. Personal, business, family, or financial circumstances cannot be considered.

### **Interpretation**

The Zoning Board of Appeals may hear and decide appeals alleging an error in any order, requirement, permit, decision, or refusal made by the Director of Building and Safety Engineering or any other administrative official in administering or enforcing the Zoning Ordinance, except for decisions involving Outdoor Non-Accessory Retail Sales.

### **Temporary Use Approval**

These requests allow conditional and temporary buildings or uses, subject to appropriate conditions, for an initial period of up to one year. The Board may grant additional extensions, each not to exceed one year.

The ZBA interactive application may be found here:

[Zoning Board of Appeals Application](#)

Instructions for completing the application may be found here:

[Zoning Board of Appeals Submittal Instructions](#)

## Engineering Department

The Engineering Department is responsible for the following:

- New Commercial Construction (Paving, grading, utilities, stormwater management)
- New Residential Construction (new house)
- Right of Way Permits (Sidewalks, driveways, curb cuts, culverts, and storm water taps)
- Soil Erosion (Commercial and Residential) for construction projects, parking lot repaves, and demolitions
- Monitoring Wells and Soil Borings Permits
- Utility (DTE, Consumers Energy, telecommunications providers) and Small Cell Permits
- Stormwater Management per current Oakland County Water Resources Commissioner's standards (Southfield uses a 0.50 acre minimum disturbance)

### What is Required?

All submittals (except Utility Permits) are required to be made online as a permit request through BS&A. The following is required based on the permit submittal type:

- **New Commercial Construction (Paving, grading, utilities, stormwater management)**
  - Construction plans, itemized cost opinion, New Commercial Plan Review checklist, Soil Erosion permit application, and Soil Erosion submittal checklist
- **New Residential Construction (new house)**
  - Site drainage plans, New Residential Plan Review checklist
- **Right of Way Permits (Sidewalks, driveways, curb cuts, culverts, and storm water taps)**
  - Scaled sketch reflecting compliance with the City's Hardscaping Lot Coverage Requirement and completed Right-of-Way Permit Submittal Checklist/Acknowledgement of Hardscaping
- **Soil Erosion (Commercial and Residential) for construction projects, parking lot repaves, and demolitions**
  - SESC plans, Soil Erosion permit application, and Soil Erosion submittal checklist
- **Monitoring Wells and Soil Borings Permits**
  - Engineering plans and Monitoring Wells and Soil Borings Submittal Checklist

All submittal requirements and required documents can be found here:

[Engineering Department Permit Submittal Requirements](#)



## Financial Incentives

### Business Development

Please contact Rochelle Freeman, the Business & Economic Development Director, at the beginning of your planning process to ensure access to any financial incentives for your project.

Phone: 248-796-4161 Email: [rfreeman@cityofsouthfield.com](mailto:rfreeman@cityofsouthfield.com)

Southfield Business Development will support you from the conceptual phase to your grand opening, offering personalized services to meet your needs.

### Locally Approved:

#### Brownfield Redevelopment (PA 381)

The Southfield Brownfield Redevelopment Authority offers brownfield redevelopment tax increment financing and revolving grant/loan opportunities. The City of Southfield's Brownfield Redevelopment Authority provides incentives to businesses that redevelop contaminated, blighted, and functionally obsolete sites to facilitate the reuse of the properties. Incentives can include paying for cleanup-related costs such as demolition, site preparation, public infrastructure, and lead and asbestos abatement, as well as environmental remediation. [Link to MEDC Program](#).

### State Approved:

The Michigan Economic Development Corporation offers several incentives that are instigated locally, full approval is granted at the State level.

#### Commercial Rehabilitation Act (PA 210)

The Commercial Rehabilitation Act encourages the rehabilitation of commercial property by abating the property taxes generated from new investment for a period up to 10 years. Properties must meet eligibility requirements and be located in a Commercial Rehabilitation District as defined by the City of Southfield and approved by Oakland County. The State Tax Commission is responsible for final approval and issuance of Commercial Rehabilitation certificates. [Link to Information and Application](#).

#### Industrial Facilities Exemption (PA 198)

Property tax abatements were created by the State of Michigan to provide a stimulus in the form of significant tax incentives to industries that renovate and expand aging plants, build new plants, and promote establishment of research and development laboratories.

Property tax abatement is an incentive provided primarily to build new plants in Michigan or renovate and expand aging assembly, manufacturing, and research plants. The incentive comes in the form of abated property taxes. The value of the project added will produce 50% of the taxes for a set period of time and then resume to the full tax value at the end of the abatement period. [Link to Information and Application](#).

**New Personal Property Exemption (Public Act 328)** allows eligible businesses to abate personal property taxes on new investments in the City of Southfield. Eligible projects include manufacturing, mining, research and development, wholesale trade, and office operations.

In 2014, the legislature finalized revisions to the Michigan Personal Property Tax (PPT) reform. Under this revised package, the small “essential services assessment” (ESA) that manufacturers pay to cover their costs associated with local government police, fire, ambulance, and jail services will now be a flat, statewide rate that is fixed and requires only one form and payment to be submitted to the state.

[Link to Information & Application.](#)

**Michigan Business Development Program** is available to eligible businesses that create qualified new jobs and/or make qualified new investment in Michigan. This is a new incentive program available from the Michigan Strategic Fund (MSF) in cooperation with the Michigan Economic Development Corporation (MEDC). The program is designed to provide grants, loans, and other economic assistance to businesses for highly competitive projects in Michigan that create jobs and/or provide investment. [Link to MEDC Program.](#)

For more information, contact the City of Southfield Business & Economic Development Department. You can also find information on their website: [Economic Development Incentives & Applications](#)

## Business Licenses

### City Clerk

Non-Accessory Outdoor Retail Sales/Fireworks/Food Trucks are licensed as Vendors and must obtain approval from the Building Department as well.

#### Licenses:

- Vendors
- Charitable Solicitations
- Secondhand Dealers, Junk Dealers, Pawnbrokers
- Use Automobile Dealers
- City Chauffeurs and Public Carriers
- Auctioneers
- Liquor Licenses
- Public Dances and Dancehalls
- Recreation, Amusement, and Games
- Poolrooms and Bowling Establishments
- Theaters, Shows, and Exhibitions
- Skating Rinks
- Boxing, Wrestling, Judo and Karate
- Mechanical Amusement Rides
- Mechanical and Electrical Amusement Devices and Arcades
- Miniature Golf Courses and Driving Ranges
- Archery Range
- Public Swimming Pools
- Christmas Tree Sales
- Hotels and Motels
- Open Parking Stations
- Ambulance Service
- Locksmiths
- Rental Agencies—Bicycles, Motorcycles And Motor-Driven Cycles
- Dry Cleaning And Dyeing
- Snow Removal Equipment
- Lawn Care Service
- Gasoline Stations And Car Wash Establishments
- Ice Cream Trucks
- Garage Sales
- Tree Services
- Myomassologists And Massage Parlors
- Solicitors
- Smoking Lounge Establishments
- Medical Marijuana Facility License

- Sexually Oriented Businesses
- Medical Marihuana Facilities
- Adult-Use Marihuana Establishments

PLEASE NOTE: You will need to contact the Planning Department to obtain Zoning Approval if you are looking to move any of the above uses into a specific address or tenant space within the City of Southfield prior to submittal to the City Clerk's office.

#### **Submittal Requirements to the City Clerk's Office**

- Surety Bond and applicable fees
- Certificate of Liability Insurance
- Notarized application
- Police Records Check Application (completed by owner)
- Copy of Driver's License (front and back)
- Two (2) Passport Photos required for the following licenses:
  - Fireworks
  - Garbage/Rubbish Collectors
  - Ice Cream Trucks
  - Solicitation
  - Vendors

Additional information may be found on the City Clerk's website here:

<https://www.cityofsouthfield.com/business/licenses-permits>

## Partner Organizations

### **Southfield Downtown Development Authority (SDDA)**

The SDDA has been driving economic growth in the City's southeast corner since 1988. The SDDA mission is to ensure a safe and prosperous environment that advances technology, healthcare, retail, and higher education while supporting stakeholder values that care, share, and grow the community.

More information on the Southfield DDA can be found on their website:

<https://southfielddda.com/>

### **Chamber of Commerce**

The Southfield Area Chamber of Commerce serves the local business community by providing opportunities for networking, visibility, and professional development. The Chamber organizes social and educational events and promotes its members through newsletters, social media, and its website. It also offers channels for members to connect with key business contacts through referrals and peer groups to support their growth and development.

More information on the Southfield Chamber of Commerce may be found on their website:

<https://www.southfieldchamber.com/>

### **Michigan Economic Development Corporation (MEDC)**

The State of Michigan provides a dedicated team through the Michigan Economic Development Corporation (MEDC) to support businesses looking to relocate or expand within the state. MEDC staff help coordinate state agencies, local and regional partners, utilities, workforce training institutions, permitting authorities, and higher education institutions to streamline the development process. To connect with the MEDC team assigned to Southfield, the Business & Economic Development Department.

Find more information on the MEDC on their website:

<https://www.michiganbusiness.org/>