

CITY OF SOUTHFIELD ADMINISTRATIVE SITE PLAN APPLICATION

<p style="text-align: center;">City of Southfield Planning Department 26000 Evergreen Road Southfield, MI 48076</p> <p>Telephone: 248-796-4150 Fax : 248-796-4105 E-mail: contactplanning@cityofsouthfield.com</p>	Date Submitted:	
	Reference Number:	
	Sidwell Number:	

I (We) the undersigned do hereby make application to the Planning Department of the City of Southfield to develop the property herein described.

1. Name of the Proposed Development: _____
2. Description of the Subject Property: _____
 Address: _____
 Nearest Cross Streets: _____
 Acreage: _____
3. Gross Building Area (G.B.A.) this project: _____ Total G.B.A on site _____
4. Zoning classification of the subject property: _____
5. Scope of work (please list all proposed changes to the property):

6. Value of development: \$ _____ ; New FTE Jobs _____

7. APPLICANT INFORMATION	8. PROPERTY OWNER INFORMATION
Company _____	Company _____
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Email _____	Email _____
Phone _____	Phone _____

9. Applicant's interest in the property (if other than owner) _____
10. Signature of Applicant _____ Date _____
11. Signature of Property Owner _____ Date _____

Supplemental Forms:

- Administrative Site Plan Checklist
- Community Impact Statement (if determined by the Planning Department)
- Administrative Site Plan Flow Chart
- Site Maintenance Agreement (if determined by the Planning Department)
- LID Guidelines
- Public Art Information Handout

Administrative Site Plan Review

Planning Department

Thomas Paison, AICP
Deputy City Planner
248-796-4158
tpaision@cityofsouthfield.com

Sarah Mulally, AICP
Assistant City Planner
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smulally@cityofsouthfield.com

Alex Bollin
Planner I
248-796-4153
mbollin@cityofsouthfield.com

Souzan Hanna, ENV SP, LEED AP
Sustainability Planner
248-796-4156
shanna@cityofsouthfield.com

Building Department

Wayne Wilkins
Commercial Plan Reviewer
248-796-4116
rwilkins@cityofsouthfield.com

Engineering Department

Leigh Schultz
City Engineer
248-796-4812
lschultz@cityofsouthfield.com

Fire Department

Christopher Weertz
Fire Investigator/Inspector
248-796-5702
cweertz@cityofsouthfield.com

Police Department

Kelly Buckberry
Crime Prevention Officer
248-796-5409
kbuckberry@cityofsouthfield.com

1

Submittal of two (2) full-sized folded sets of plans (site plan, landscape plan, building elevations), PDF of plans, application, & fee to Planning Department.



Ongoing

2

City staff review of plans to determine compliance. Applicant notified.



Week 1-2:
City Staff Review

3

Revised plans submitted to Planning Department: PDF ONLY



Varies

4

City staff review to determine compliance. If in approvable form, submit three (3) full-sized folded plans sets to Planning Dept. If not, repeat Steps 3-4.



Duration:
1-2 Weeks

5

Compliance with conditions of approval; obtain all other City approvals/permits.



Varies

6

Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance.



Varies



Terry Croad, AICP, ASLA,
Planning Director
TCroad@cityofsouthfield.com
248-796-4154



26000 Evergreen Road
Southfield MI, 48037



Application Available:
www.cityofsouthfield.com

PLANNING DEPARTMENT REVIEW FEE SCHEDULE
5/26/20

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.

Application Fee Required City-wide for all permit and application types	\$40
Non-Residential Fence Permit Fee (when not part of a site plan)	\$50
Commercial zoning review fee when not part of a site plan (i.e. zoning compliance letters, site plan extensions, Consent Judgment amendments, etc.)	\$100
Buffer Uses: Alternative Financial Services; Crematoriums; Homeless Shelters; Medical Marihuana Facilities; Oil & Gas; Pawn Shops; Sexually Oriented Businesses; Smoking Lounges; Soup Kitchens	\$250 for first hour per pre-application meeting; then \$50 per ¼ hour after the first hour \$1,000 per review in addition to Special Use, Site Plan/Admin Site Plan and/or applicable fees below
Rezoning Requests	\$1,000 + \$40 for each acre over one (1)
Overlay Development District or Residential Unit Development District (ODD/RUDD) Requests	\$2,400 + \$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	Prevailing Oakland County Recording Fee 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 - Nonresidential Uses	\$1,000 + \$5 per dwelling unit \$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) EXCEPT ITEMS LISTED SEPARATELY BELOW	\$750 + \$5 for each 1,000 sq.ft. of gross building area or \$10 for each proposed unit

<p>Amendments to previously approved site plans (all districts) such as: dumpster enclosures, generators, minor parking striping revisions, & ramps.</p> <p>AND</p> <p>Temporary Approval for Outdoor Dining Spaces and Personal Service Stations</p>	<p>\$250</p>
<p>Wetland Review Fees for Site Plan</p>	
<p>Administrative Review City Council Review</p>	<p>\$750 (\$175 permit; \$575 escrow) \$1,575 (\$575 permit; \$1,000 escrow)</p>

Revised 5/26/20

CITY OF SOUTHFIELD SITE PLAN REVIEW CHECKLIST
ADMINISTRATIVE REVIEW

In order to facilitate site plan review and official submittal to the City of Southfield and to provide consistency in the review, the following checklist must be returned with the application with the acknowledgment of the architect or developer that the item has been indicated on the plan.

Considered	Provided	
<input type="checkbox"/>	<input type="checkbox"/>	Value of development \$ _____ New FTE Jobs (if applicable) _____
<input type="checkbox"/>	<input type="checkbox"/>	Section 5.22-5, Article 4, Chapter 45, and as defined by Sec 1.180(a), Article 6, Chapter 4: Public Art Requirement (see Public Art Information Handout for requirements).
<input type="checkbox"/>	<input type="checkbox"/>	Section 5.22(3), Article 4, Chapter 45: Parcel identification, including existing zoning, general location map, size of parcel, dimensions of parcel.
<input type="checkbox"/>	<input type="checkbox"/>	Section 5.22(7), Article 4, Chapter 45: Name, address, email address, telephone number and seal of the architect, planner, or engineer responsible for the preparation of the plan.
<input type="checkbox"/>	<input type="checkbox"/>	Section 5.22(2), Article 4, Chapter 45: Date, north point and scale (1" = 20' minimum or 1" = 50' for sites over three (3) acres).
<input type="checkbox"/>	<input type="checkbox"/>	Section 5.22(4), Article 4, Chapter 45: Location and dimensions of all existing and proposed structures and all existing structures within one hundred (100') feet.
<input type="checkbox"/>	<input type="checkbox"/>	Section 5.30, Article 4, Chapter 45: Summary schedule (number of units if applicable, types of units if applicable, gross and net square feet per use, building height, parking requirements, provided spaces and required spaces, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Section 5.22(5), Article 4, Chapter 45: Relationship of proposed site and subject use to adjacent sites, properties, driveways, buildings, etc.,

and those across the street, showing how these relate to the site, especially in regard to vehicular parking.

Sections 5.193 & 5.194, Article 22, Chapter 45: Setback and yard requirements (required and proposed).

Sections 5.22(4) & 5.41, Article 4, Chapter 45: Utilities: public (storm sewer, sanitary sewer, water, gas, sidewalks, existing and proposed right-of-ways); private (propane gas, retention ponds, existing and proposed overhead utilities, etc.) in area of proposed changes.

Sections 2.12 & 2.13, Chapter 17: Enclosed refuse storage and location (if applicable).

Section 5.22(4), Article 4, Chapter 45: Ground mounted electric transformer location and liquefied petroleum (LP) tanks if required.

Section 5.32, Article 4, Chapter 45: Building servicing (loading zones, drop-off areas, etc.)

Sections 5.22(4), 5.24, 5.55, & 5.56, Article 4, Chapter 45: Existing natural features (topography, trees, ponds, streams, floodplain, etc.) in area of proposed changes.

Section 5.31, Article 4, Chapter 45: Internal traffic circulation and traffic control devices (curbing, landscaping, signing, aisle widths, angle of parking, curb cut radius, and deceleration and acceleration lanes, if required).

Section 5.33, Article 4, Chapter 45: Walls where required (six (6') foot, unpierced with face brick on residential side).

Sections 5.29 & 5.31, Article 4, Chapter 45: Pedestrian amenities and circulation (internal walkways, public sidewalks, connections to public pathway system and public transit stops, bike routes, accessible routes, etc.).

Section 5.38-1, Article 4, Chapter 45: Building elevations indicating building materials & colors.

Digital copies of the following: site plan, landscape plan, colored building elevations, & colored 3-D building perspective submitted via email or file-sharing service (i.e. Dropbox).

Section 5.22(7), Article 4, Chapter 45: If indicated by Landscape Design Coordinator, submit landscape plan indicating types, sizes, and number of existing and proposed plant materials on site and within 50' of the site. Landscape plans must be sealed by a registered landscape architect.

Sections 5.29(12), (13), and (15) and 5.31(7) & (21)(b), Article 4, Chapter 45: Parking lot screening, Barrier-Free compliance, pedestrian connection, bike rack, snow storage, etc.*

Plans folded into 9"x12" packet with bottom right hand corner visible

- Initial submittal: Two (2) 24" x 36" sets AND PDF
- Re-submittals: PDF only emailed to reviewer
- Final submittal (after Planning has indicated plans are in approvable form): Three (3) 24"x 36" sets + PDF

Signature of a registered architect, planner or engineer submitting for administrative site plan review.

Date

*See **Section 5.30, Article 4, Chapter 45** parking calculation amendments as well

SITE MAINTENANCE AGREEMENT

As a condition of site plan approval, the land owner is to provide the City of Southfield with a perpetual Site Maintenance Agreement for this property. Please note that:

- The attached Site Maintenance Agreement form must be signed and completed in accordance with these instructions and returned to the City of Southfield prior to the City's issuance of any building permits.
- This agreement will be recorded by the City of Southfield with the Oakland County Register of Deeds and will be binding on the land owner and his successors.

INSTRUCTIONS for the processing and recording of this Site Maintenance Agreement:

1. **PROVIDE A SIGNED AND EXECUTED SITE MAINTENANCE AGREEMENT.** The attached Site Maintenance Agreement and these instructions are to be delivered to and signed by the land owner.
 - A. **The land owner is to sign only one** of the attached Page 3 signature forms. Please sign the one that applies to your method of holding title.
 - B. If a tenant or management company is responsible for site maintenance, they also must sign this Agreement (see Page 4).
 - C. A notary is required for the owner's signature on Page 3 and for the tenant or management company's signature on Page 4.

NOTE: The land owner's name on the signed Agreement must be the same as on the recorded deed, or the person signing this agreement must have legal authority to sign for the owner; i.e., be a corporate officer, or have power of attorney, etc.

All signatures and printing must be in black ink.

2. **PROVIDE A RECORDING FEE (\$30 per document).** Make check payable to **Oakland County Register of Deeds**. The City will then record this Agreement with Oakland County.

Please mail the signed and notarized **Site Maintenance Agreement** and the **Recording Fee** to the City of Southfield Planning Department, 26000 Evergreen Road, P.O. Box 2055, Southfield, MI, 48037-2055.

If you have any questions regarding this matter, contact the City of Southfield Planning Department at (248) 796-4150.

SITE MAINTENANCE AGREEMENT

(Site Plan #)

(Building Name or Address)

This agreement is entered into this ____ day of _____ 20 ____, by (name of land owner as appears on the deed) _____, hereinafter referred to as the "**Owner**", whose address is _____.

WHEREAS, on _____ the City of Southfield, a Michigan municipal corporation, hereinafter referred to as "**Southfield**", whose address is 26000 Evergreen Road, P.O. Box 2055, Southfield, Michigan 48037, approved the Owner's site plan for a development located at _____, hereinafter referred to as the "**Property**", which property is described as follows:

and

WHEREAS, as a condition of the above site plan approval the Owner is to provide for the perpetual maintenance of the Property,

NOW, THEREFORE, the Owner hereby agrees to perpetually adhere to the following site maintenance practices on the Property:

1. All lawn areas on the Property will be mowed at least every ten (10) days, during the months of April through October of each year.

2. All lawn areas of the Property shall be kept in a vigorous growing condition by regularly scheduled lawn care practices (i.e., fertilization, irrigation, and similar measures). Each year all dead and sparse grass areas shall be restored to a dense and healthy condition.
3. The Owner shall maintain detention ponds, storm water facilities and natural areas on the Property, if any, by keeping said areas free of debris, mud, and invasive plant species (including, but not limited to, cattails, Phragmites, and purple loosestrife), or other unsightly conditions. Drainage systems shall be kept fully operable as designed and built.
4. Trees and shrubs on the Property shall be pruned and maintained according to standard horticulture practices to keep plants in a neat and healthy condition. Broken, dead and unsafe branches shall be removed as they occur.
5. Trees, shrubs and other plantings on the Property shall be replaced with similar material when individual plantings are more than fifty percent (50%) dead.
6. All planting beds, mulched tree rings, and similar areas on the Property shall be kept weed free and shall have additional shredded bark mulch provided every two (2) years, or sooner if needed.
7. All landscape irrigation systems on the Property shall be kept operable as designed and shall be utilized as site and weather conditions dictate to ensure healthy, quality lawns and landscape throughout the Property.
8. Litter shall be removed from all paved areas, lawns, and planting beds on the Property on an as needed basis to keep the site litter free.
9. Dumpsters and trash containers on the Property shall be kept within dumpster enclosures and shall be serviced as often as necessary to ensure that said dumpsters, trash containers and trash enclosure areas are kept clean and orderly.
10. All paved surfaces, curbs, public and private walks, fencing, signs, lighting and other structures and surfaces on the Property shall be maintained in a complete, safe and attractive condition, as they were originally designed and constructed. Needed repairs or replacements shall be made which conform to the approved City of Southfield site, building, engineering and landscape plans.
11. All paved areas on the Property that are striped shall be re-striped when faded pursuant to applicable City of Southfield Zoning Ordinance specifications.
12. In the event the Owner fails to comply with the terms of this Agreement, Southfield may serve a written notice on the Owner in accordance with the provisions of Section 1.14 of the Southfield City Code setting forth the manner in which there has been failure to comply with this Agreement and requiring that the deficiencies be cured within ten (10) days from the date of said notice. If the deficiencies set forth in the notice shall not be cured within ten (10) days, or any extension thereof granted by Southfield, Southfield shall have a right to enter upon the property and correct such deficiencies, and the cost thereof shall be charged, assessed, and collected pursuant to Section 1.13 of the Southfield City Code.
13. This Agreement shall run with the Property and shall be binding upon the Owner and his successors and assigns.

* BUILDING NAME OR ADDRESS

INDIVIDUAL OWNERSHIP:

(property owner(s) must sign)

Signature of Property Owner

* (type or print name)

Signature

* (type or print name)

Telephone: ()

** type or print in black ink only*

NOTARY PUBLIC: Please provide the name of the state and county in which this document was signed and all other information required below.

STATE OF _____)

COUNTY OF _____) SS

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,

by _____.
*[type or print name(s) of property owner(s)]

Notary Public _____

County, State of _____

My Commission expires: _____

Drafted by: Southfield City Attorney's Office
Dawn King
26000 Evergreen Road
Southfield, MI 48076

When recorded return to: Planning Department
City of Southfield
Attn: Sarah Mulally
26000 Evergreen Road
Southfield, MI 48076

* BUILDING NAME OR ADDRESS

CORPORATE OWNERSHIP:

(property owner must sign)

* Name of Corporation

By: _____
Signature of Corporate Officer

* (type or print name)

Its: _____
* Title of Officer

Telephone () _____

** type or print in black ink only*

NOTARY PUBLIC: Please provide the name of the state and county in which this document was signed and all other information required below.

STATE OF _____)

COUNTY OF _____) SS

The foregoing instrument was acknowledged before me this ____ day of _____, 20 __,

by _____, the _____
*(Name of Corporate Officer) *(Title of Officer)

of _____, a _____ corporation, on
*(Name of Corporation) *(State of Incorporation)

behalf of the Corporation.

Notary Public _____

County, State of _____

My Commission expires: _____

Drafted by: Southfield City Attorney's Office
Dawn King
26000 Evergreen Road
Southfield, MI 48076

When recorded return to: Planning Department
City of Southfield
Attn: Sarah Mulally
26000 Evergreen Road
Southfield, MI 48076

*BUILDING NAME OR ADDRESS

If a tenant or management company will be responsible for site maintenance, either the tenant or management company must acknowledge said responsibility on this page (Page 4) of this Agreement. (This tenant/management company acknowledgement of responsibility must be notarized and is required in addition to the Property Owner's acknowledgment on Page 3.)

MANAGEMENT COMPANY
Responsible for Site Maintenance

TENANT
Responsible for Site Maintenance

*Name of Management Company

*Name of Company or Tenant

By: _____
Signature of Company Officer

By: _____
Signature of Tenant/Company Officer

*(type or print name)

*(type or print name)

Its: _____
*Title

Its: _____
*Title

(_____)
Telephone

(_____)
Telephone

**All printing to be in black ink*

NOTARY PUBLIC: Please provide the name of the state and county in which this document was signed and all other information required below.

STATE OF _____)

COUNTY OF _____) SS

The foregoing instrument was acknowledged before me this ____ day of _____, 20 __,

by _____.
*[type or print name of person / title / company name]

Notary Public _____

County, State of _____

My Commission expires: _____

Drafted by: Southfield City Attorney's Office
Dawn King
26000 Evergreen Road
Southfield, MI 48076

When recorded return to: Planning Department
City of Southfield
Attn: Sarah Mulally
26000 Evergreen Road
Southfield, MI 48076

**PUBLIC ART INFORMATION
CITY OF SOUTHFIELD PLANNING DEPARTMENT
APRIL 2016**

Sites shall be designed and developed to contain Public “Works of Art”* unless exempted by the following stipulations (see Section 5.22-5 Public Art, Article 4 General Requirements of the Zoning Ordinance in its entirety for further details). PLEASE CHECK APPLICABLE EXEMPTIONS:

- Projects where the requirement would constitute a governmental taking or otherwise be contrary to law
- Projects where the total project cost is less than \$1 million dollars.
- Residential projects with less than 4 residential units.
- Projects where the applicant donates to the public art fund or donates a “work of art” to the fund that is approved by the Public Art Commission and is of equal value to the requirements established in Sec. 5.22-5 (1)
- Projects that are renovations of existing buildings where the total project cost is less than \$1.0 million.

Unless exempted by the above, the amount budgeted towards the procurement and display of Public Art should be established based on the following:

Total Project Cost	Percentage Budget Towards Public Art	Maximum
\$1.0 million-\$2.5 million	0.5%	\$12,500
>2.5 million	1%	\$25,000

*Per Section 1.180(a), Article VI Public Arts Commission, Chapter 4 Boards & Commission, Title I Administration of the Southfield City Code, “Works of Art” shall mean all forms of visual arts, including, but not limited to:

- Sculpture- in any material or combination of materials;
- Painting- all media, including portable and permanently affixed works, such as murals and frescoes;
- Photography;
- Mosaics;
- Mixed media – any combination of forms or media including collage;
- Water features and fountains; and

- Streetscape and landscape features and elements, including signage, lighting, benches, clocks, kiosks, and planters.

I, _____, acknowledge the aforementioned information and will comply with all City regulations pertaining to Public Art within the City of Southfield.

OR

I, _____, acknowledge the aforementioned information and confirm that we are exempt from this requirement.

Signature

Date