

CITY OF SOUTHFIELD LAND REZONING 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:	
	Associated Site Plan File Number (if applicable):	

NOTICE TO THE APPLICANT: *Petitions must be filed with the Planning Office **by 12:00 noon 40 calendar days prior** to being placed on the Planning Commission agenda.*

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

1. Existing Zoning District: _____
 Proposed Zoning District: _____
2. Description of the Subject Property: _____
 Address: _____
 Nearest Cross Streets: _____
 Acreage: _____
3. 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.
4. Value of development: \$ _____ ; New FTE Jobs _____

5. APPLICANT INFORMATION			6. PROPERTY OWNER INFORMATION		
Company _____			Company _____		
Name _____			Name _____		
Address _____			Address _____		
City _____ State _____ Zip _____			City _____ State _____ Zip _____		
Email _____			Email _____		
Phone _____			Phone _____		

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

Supplemental Forms:

- Rezoning Flow Chart
- Community Impact Statement (if determined by the Planning Department)
- Overlay Development District/Residential Unit Development District Review Checklist (ODD/RUDD requests only)
- Overlay Development District/Residential Unit Development District Development Agreement Template (ODD/RUDD requests only)

Planning Department

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Building Department

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Engineering Department

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Fire Department

Mike Albo
Fire Marshal
248-796-5706
malbo@cityofsouthfield.com

Police Department

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

1

Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal

2

Submittal of two (2) full-sized folded survey/zoning plans, PDF of plans, application, & fee to Planning Department.



By last day of the month

3

Zoning plan review runs concurrently with Site Plan and/or Special Use review.



Month 1:
City Staff Review & Plan Revisions Resubmitted

4

Planning Commission Study Meetings (typically 2) & Regular Meeting. PC makes recommendation to City Council.



Month 2:
Planning Commission

5

City Council Study Meeting & City Council Regular Meeting.



Month 3-4:
City Council

6

Zoning change published by the City Clerk.



Month 4-5+:
City Clerk Ordinance Publication



Terry Croad, AICP, ASLA,
Planning Director
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248-796-4154



26000 Evergreen Road
Southfield MI, 48037



Application Available:
www.cityofsouthfield.com

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1

Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal

2

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



By last day of the month

3

City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions: two (2) full-size plan sets & PDF.



Month 1:
City Staff Review & Plan Revisions Resubmitted

4

Planning Commission Study Meetings (typically 2) & Regular Meeting. PC makes recommendation to City Council.



Month 2:
Planning Commission

5

Resubmittal of three (3) hard copies + PDF + ODD documents to Planning Dept. City Council Study Meeting & City Council Regular Meeting.



Month 3-4:
City Council

6

Final ODD documents approved by City & Legal; record with Oakland County; obtain all other City approvals/permits.



Month 4-5+:
ZBA, fulfill conditions of approval, obtain City approvals

7

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



Varies



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Application Available:
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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

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)

Conditions	Point Value	Points Applied
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	
<i>The site involves</i> 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 property is located on other than a major thoroughfare	1 point	
The site has slopes or grades of twenty-five (25%) percent or greater.	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	
Total Points Applied		