

CITY OF SOUTHFIELD LAND REZONING APPLICATION

City of Southfield Planning Department 26000 Evergreen Road Southfield, MI 48076 Telephone: 248-796-4150 Fax : 248-796-4105 E-mail: contactplanning@cityofsouthfield.com	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)

LETTER OF UNDERSTANDING

It is understood by the undersigned that submission of application(s) and required fee(s) for zoning amendment, special land use and/or site plan is not a guarantee that the request(s) will be granted. The application(s) will be subject to the completion of required submission elements, review standards, reasonable responses to Department requests, Zoning Ordinance requirements, satisfaction of conditions of approval, and any other applicable Federal, State or local laws.

It is further understood that any review fee(s) deposited with the City of Southfield are not refundable unless otherwise directed by the City Planner, or their representative.

Note that separate approvals from the Building and Engineering Department, as well as, additional licensing approvals, if applicable, may be required.

Petitioner Date

Owner Date

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: _____

Planning Department

Thomas Paison, AICP
Deputy City Planner
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Sarah Mulally, AICP
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Building Department

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Engineering Department

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248-796-4812
lschultz@cityofsouthfield.com

Fire Department

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

Police Department

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



Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal



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



By last day of the month



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



Month 1:
City Staff Review & Plan Revisions Resubmitted



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



Month 2:
Planning Commission



City Council Study Meeting & City Council Regular Meeting.



Month 3-4:
City Council



Zoning change published by the City Clerk.



Month 4-5+:
City Clerk Ordinance Publication



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



26000 Evergreen Road
Southfield MI, 48037



Application Available:
www.cityofsouthfield.com

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Police Department

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Crime Prevention Officer
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kbuckberry@cityofsouthfield.com



Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal



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



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



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



Month 2:
Planning Commission



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



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



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



Varies



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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		