

## CITY OF SOUTHFIELD SPECIAL USE APPLICATION

<p style="text-align: center;"><b>City of Southfield Planning Department</b>  <b>26000 Evergreen Road</b>  <b>Southfield, MI 48076</b></p> <p>Telephone: 248-796-4150                  Fax : 248-796-4105                  E-mail: <a href="mailto:contactplanning@cityofsouthfield.com">contactplanning@cityofsouthfield.com</a></p>	<b>Date Submitted:</b>	
	<b>Reference Number:</b>	
	<b>Sidwell Number:</b>	
	<b>Associated Site Plan File Number (if applicable):</b>	

**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. 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. Description of proposed use/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:**

- Site Plan Application Packet
- Medical Marihuana Submittal Checklist
- Daycare Submittal Checklist
- Public Art Information Handout

**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**

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**Building Department**

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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**

Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal

**2**

If associated with Site Plan, app & fee only. If not, two (2) full-sized folded sets of plans (site plan/survey & floor plan), PDF of plans, application, & 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: (2) full-size & sets and 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) final hard copies + PDF to Planning Dept. City Council Study Meeting & City Council Regular Meeting.



Month 3-4:  
City Council

**6**

Zoning Board of Appeals (if required); compliance with conditions of approval; 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



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



26000 Evergreen Road  
Southfield MI, 48037



**Application Available:**  
[www.cityofsouthfield.com](http://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.

<b>Application Fee Required City-wide for all permit and application types</b>	<b>\$40</b>
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)

<b>Site Plans Reviewed by Council:</b>	
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
<b>Site Plans Reviewed Administratively:</b>	
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, &amp; ramps.</p> <p>AND</p> <p>Temporary Approval for Outdoor Dining Spaces and Personal Service Stations</p>	<p>\$250</p>
<p><b>Wetland Review Fees for Site Plan</b></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