

CITY OF SOUTHFIELD LAND VACATION 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 vacate the easement/alley/street herein described.

1. Easement/Alley/Street to be Vacated: _____
2. Location of the Easement/Alley/Street: _____
 Adjacent Address(es): _____

 Nearest Cross Streets: _____
 Acreage: _____
3. Reason for Request: _____

4. All names, lot numbers, and addresses of property owners adjacent to proposed vacation:

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

6. Applicant's interest in the property _____
7. Signature of Applicant _____ Date _____

Supplemental Forms:

- Site Plan Application Packet
- Rezoning Application Packet
- Special Use Application Packet

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: _____

Vacation Request

Planning Department

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

Sarah Mulally, AICP
Assistant City Planner
248-796-4157
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



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



By last day of the month



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



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



Month 2:
Planning Commission



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



Month 3-4:
City Council



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