

**CITY OF SOUTHFIELD OVERLAY DEVELOPMENT DISTRICT (ODD)
REVIEW CHECKLIST**

The Overlay Development District (ODD) modifies the traditional form of zoning and permits variety in design, site configuration, setbacks, layout, use, and encourages efficiency in use of land and natural resources, while ensuring compatibility with surrounding land uses.

In return for greater flexibility in site design requirements, ODDs are expected to deliver exceptional quality community designs that provide above-average pedestrian amenities, incorporate creative design in the layout of buildings, focus on pedestrian space and circulation; incorporate public art; assure compatibility with surrounding land uses and neighborhood character; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.

Per Ordinance #1603, the application to rezone shall include the following information and documents:

- a. *Ownership.* The application form must be signed by the applicant, and authorized by all owners of any land to be included within the ODD and include the address telephone number and e-mail address of all applicants.
- b. *Qualification.* The application shall include a narrative statement describing the overall objectives of the proposed ODD; demonstrate that the proposed site meets the qualifying conditions for an ODD rezoning; and explain why the property may not be developed as currently zoned.
- c. *Development impact.* The application shall include a development impact statement addressing impact of the proposed development on:
 - i. Surrounding land uses.
 - ii. Pedestrian and vehicular Traffic.
 - iii. Preservation of natural or historic features.
 - iv. Public utilities.
 - i. Public services.
 - ii. Economic impact.
 - iii. Special design features (e.g. Low Impact Design, Architectural features, etc.)
 - iv. Pervious surfaces
- d. *Master Development Plan (MDP).* The application shall include a proposed master development plan encompassing all phases of the proposed ODD, containing all information required by the Planning Commission and City Council and prepared at an acceptable scale.

- e. *Development Agreement.* The application shall include a proposed development Agreement (*see City template*) which shall include specific standards tailored to the ODD and use of the property in conjunction with the rezoning. The provisions contained in the Agreement shall, upon approval and execution, be binding upon both parties. The Agreement shall be in a form recordable with the Oakland County Register of Deeds, or in the alternative, be accompanied by a recordable memorandum prepared and signed by the property owner(s) giving notice of the ODD development agreement in a manner acceptable to the City Attorney.
- f. *Site Plan.* Site plan drawings including proposed site elevation contours; Typical elevation drawings, with identification of facade materials of all sides of each principal building included in the ODD, drawn at a scale of one (1) inch equal to one hundred (100) feet or other scale acceptable to the Planning Director.
- g. *Environmental Assessment.* An affidavit from a qualified environmental engineer that an environmental assessment has been performed and the results indicate that there is nothing to preclude the development as proposed.
- h. *Fee.* An application to rezone land in the ODD shall be accompanied by a fee established from time to time by the City Council.

Please use the checklist/guide below to describe how these Agreement requirements will be achieved:

1. Architectural Design & Building Elements	
2. Art	
3. Dimensional Requirements	
Required Lot Area:	Zoning:
Minimum Lot Width:	Minimum Size (Acres):
Front Yard Setback:	Maximum Height (Ft/Stories):
Rear Yard Setback:	Side Yard Setbacks:
Maximum Lot Coverage:	Minimum Floor Area:

4. Easements
5. Engineering & Utilities
a) Sanitary Sewer:
b) Storm Water:
c) Water Service:
6. Environmental Assessment
a) Wetland Impact:
b) Woodland Impact:
c) Preservation of Natural Features, if applicable:
d) Tree Replacement Plan:
7. Hours of Operation
8. Landscaping
a) Building Foundation:
b) Parking Lot:
c) Perimeter:
9. Lighting
10. Low Impact Design

11. Misc. Conditions
12. Non-Motorized Transit, Pathways & Sidewalks
13. Parking & Circulation
a) Cross Access: b) Ingress/Egress: c) R.O.W. Dedication, if applicable: d) Spaces Required: e) Street Vacation, if applicable: f) Traffic Impacts:
14. Phasing Plan
15. Residential Improvements, if applicable
16. Screening, including ornamental fencing, walls and buffers
17. Streetscape Elements

18. Urban Open Space
19. Uses, Permitted