

**SINGLE FAMILY RESIDENTIAL SUBMITTAL CHECKLIST
CITY OF SOUTHFIELD PLANNING DEPARTMENT
OCTOBER 2021**

Application Date	
Property Sidwell Number	24
Proposed Address (to be confirmed by the Planning Department)	

1. APPLICANT INFORMATION	2. PROPERTY OWNER INFORMATION
Company _____	Company _____
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Email _____	Email _____
Phone _____	Phone _____

All information is to be submitted to Noreen Kozlowski 248-796-4156 nkozlowski@cityofsouthfield.com and completed prior to Planning Department sign-off to the Building Department PRIOR TO **BUILDING PERMIT** ISSUANCE:

- Two (2) hard copy sets of tree location survey** prepared by a licensed design professional in accordance with Section 5.56(7)(b), Article 4, Chapter 45 of the Southfield City Code (aka The Zoning Ordinance):
- Minimum scale of 1" = 20'
 - The shape and dimensions of the lot or parcel, together with the existing and proposed locations of structures and improvements, including existing and proposed utilities
 - Locations and dimensions of all setbacks and existing or proposed easements
 - Exact locations of all existing trees, determined by actual field survey, of six (6") inches D.B.H. or greater including trees within the adjoining street right-of-way, trees twenty-five (25') feet beyond the limits of the property lines including adjacent properties and all trees to be affected by the development such as trees located within areas of right-of-way improvements or off-site utility work.

All such trees proposed to remain, to be relocated or to be removed, shall be so designated and the numbered trees shall be identified by size (D.B.H.), grade at the base of each tree and crown spread to scale.

Such verified information shall be provided by a registered land surveyor.

The survey shall be accompanied by a separate key identifying the numbered trees by size, common name/genus and condition.

Tree Key information must be provided by a registered landscape architect, certified arborist or forester, through an on-site inspection, who must verify the contents by seal or signature, whichever applies

PDF of Tree Location Survey emailed to nkozlowski@cityofsouthfield.com

**** SUBMIT THIS CHECKLIST WITH YOUR TREE LOCATION SURVEYS & KEEP A COPY FOR YOUR RECORDS AND INFORMATION BELOW****

- City will conduct a **preliminary inspection** of the property to confirm tree location information and to determine location of required Tree Protection Fencing (if any)
- **City will return marked up site plan** indicating required location of tree fencing and indicate required tree replacements or bond amount
- **Tree permit** will be issued via email to applicant with condition of tree replacement or tree bond

If **Tree bond** required, you must make **payment** via check made payable to City of Southfield with tree bond reference number assigned by the Planning Department

To obtain Planning Department sign off to the Building Department PRIOR TO ISSUANCE OF **CERTIFICATE OF OCCUPANCY**:

Request final Tree & Site Inspection from the Planning Department via email nkozlowski@cityofsouthfield.com or 248.796.4156

- Inspector will confirm trees were adequately protected, that details of tree permit were followed, and that proper replacements (if applicable) were made; will also check that site has topsoil and seed OR sod in place
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- If proper Tree replacements made, Tree Bond will be refunded by the Planning Department
- Final Certificate of Occupancy Planning approval will be sent to the Building Department