

CITY OF SOUTHFIELD SPECIAL USE APPLICATION

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| <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 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: _____

City of Southfield Special Use Application Process

MONTH 1

Submit 2 site plans with application & fee
(If associated with admin or site plan review request, submit app and fee only), PDF version of plans sent via email or file-sharing service (ie Dropbox)

City Team Review

1. Planning
2. Landscaping
3. Building
4. Design Engineering
5. Fire Prevention
6. Crime Prevention
7. Signs

Re-submit (3) full-size & (7) 11"x17" sets If not associated with site plan

MONTH 2

Planning Commission
(2 study meetings + regular meeting typical)

Schedule for City Council

MONTH 3-4

Re-submit (8) full-size & (15) 11"x17" sets If not associated with site plan & electronic version of plans to be sent via CD, flash drive, or emailed via file sharing service (ie Dropbox)

City Council

Approved w/ Conditions

Denied

ZBA (if applicable)

Comply with all conditions of special use approval

MONTH 5+

Obtain Building Permits and/or Engineering Approvals

Permit Inspections; Planning & Landscaping Site Plan Inspections

Temp or Final Certificate of Occupancy;
Final Building Permit; Bond Refund

12/14/10
Revised 11/5/12, 6/15/16, 9/16/20

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.

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| 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) |

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| 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 |

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| Amendments to previously approved site plans (all districts) such as: dumpster enclosures, generators, minor parking striping revisions, & ramps. AND Temporary Approval for Outdoor Dining Spaces and Personal Service Stations | \$250 |
| Wetland Review Fees for Site Plan | |
| Administrative Review City Council Review | \$750 (\$175 permit; \$575 escrow) \$1,575 (\$575 permit; \$1,000 escrow) |

Revised 5/26/20