

## CITY OF SOUTHFIELD LAND VACATION 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 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	_____		

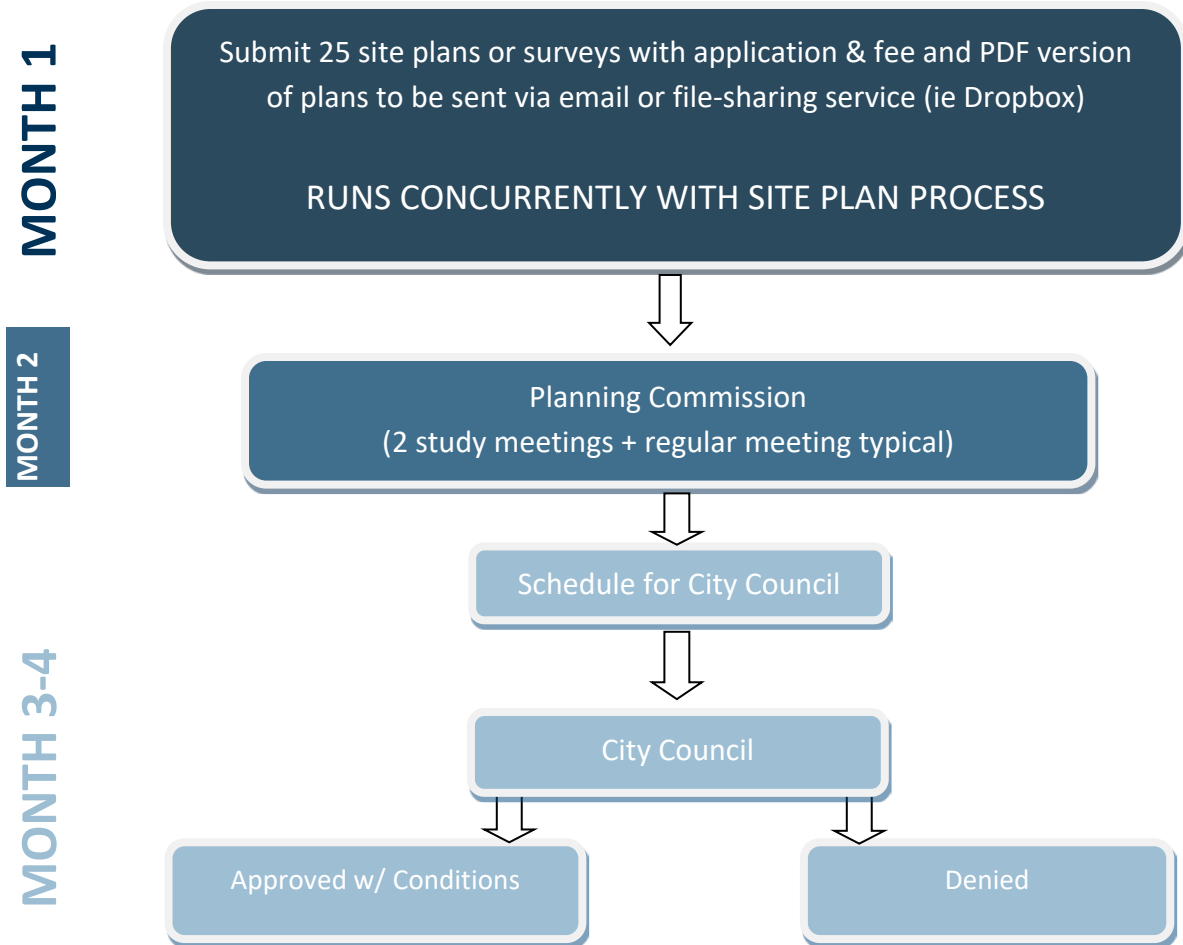
6. Applicant's interest in the property \_\_\_\_\_
7. Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Supplemental Forms:**

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



## Current City of Southfield Land Vacation Application Process



**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