

## CITY OF SOUTHFIELD SPECIAL USE APPLICATION

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| <p style="text-align: center;"><b>City of Southfield Planning Department</b><br/> <b>26000 Evergreen Road</b><br/> <b>Southfield, MI 48076</b></p> <p>Telephone: 248-796-4150<br/>                 Fax : 248-796-4105<br/>                 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 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

# Current City of Southfield Special Use Application Process

MONTH 1

MONTH 2

MONTH 3-4

MONTH 5+



Goal: Reduce to 30-40 days  
Goal: Seek variance prior to Council Meeting

Submit 10 site plans with application & fee  
(If associated with site plan review request, submit app and fee only), electronic version of plans to be sent via CD, flash drive, or emailed via file sharing service (ie Dropbox)

City Team Review

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

Re-submit (5) full-size & (5) 11"x17" sets If not associated with site plan

Planning Commission  
(2 study meetings + regular meeting typical)

Schedule for City Council

Re-submit (10) full-size & (6) 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

Obtain Building Permits and/or Engineering Approvals

Site Inspections

Temp or Final Certificate of Occupancy

**PLANNING DEPARTMENT REVIEW FEE SCHEDULE**  
**1/1/16**

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<br>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  |
| Rezoning Requests   | \$1,000 + \$40 for each acre over one (1)  |
| Overlay Development District 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<br>(R-A, R-1, R-2, R-3, R-4, R-E)<br>- Cluster Option<br>- Nonresidential Uses  | \$1,000 + \$5 per dwelling unit<br>\$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<br>(R-T, RM, RMM, RMU)  | \$1,000 + \$10 for each proposed unit  |

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| 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                                  |
| AMENDMENTS TO PREVIOUSLY APPROVED SITE PLANS (ALL DISTRICTS) SUCH AS: DUMPSTER ENCLOSURES, GENERATORS, MINOR PARKING STRIPING REVISIONS, & RAMPS. | \$250  |
| <b>Wetland Review Fees for Site Plan</b>  |  |
| Administrative Review<br>City Council Review  | \$750 (\$175 permit; \$575 escrow)<br>\$1,575 (\$575 permit; \$1,000 escrow)   |

Revised 1/1/16