

2024



GUIDE TO
DEVELOPMENT

KEY CONTACTS ■ SUBMITTAL INFORMATION ■ CITY REVIEW & PROCESSES

Prepared By:

**City of Southfield
Planning Department**

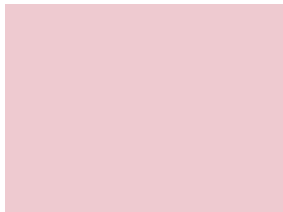


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Key Contact Information

Mayor (248) 796-5100

Kenson J. Siver, Mayor ksiver@cityofsouthfield.com

City Administrator (248) 796-5110

Fred Zorn, City Administrator fzorn@cityofsouthfield.com

John Michrina, Deputy City Administrator jmichrina@cityofsouthfield.com

Planning Department (248) 796-4150

Terry Croad, AICP, ASLA, City Planner tcroad@cityofsouthfield.com

Thomas Paison, AICP, Deputy City Planner tpaison@cityofsouthfield.com

Sarah Mulally, AICP, Assistant City Planner smulally@cityofsouthfield.com

Souzan Hanna, ENV SP, LEED AP, Sustainability Planner shanna@cityofsouthfield.com

Alex Bollin, Planner I mbollin@cityofsouthfield.com

Building Department (248) 796-4100

Charles Woodward, Building Official cwoodward@cityofsouthfield.com

Wayne Wilkins, Deputy Building Official rwilkins@cityofsouthfield.com

Zoning Board of Appeals

Nichole Vallette, Permitting Technician nvallette@cityofsouthfield.com

Engineering (248) 796-4810

Leigh Schultz, P.E., City Engineer lschultz@cityofsouthfield.com

Abdul H. Siddiqui, P.E., Traffic Engineer asiddiqui@cityofsouthfield.com

Soil Erosion

John Belliveau, Field Construction Coordinator jbelleiveau@cityofsouthfield.com

Fire Department (248) 796-5600

Johnny Menifee, Fire Chief jmenifee@cityofsouthfield.com

LaTeef Townsel, Fire Marshal ltownsel@cityofsouthfield.com

Business Development (248) 796-4161

Rochelle Freeman, Business & Economic Development Director rfreeman@cityofsouthfield.com

City Clerk (248) 796-5150

Janet Jackson, City Clerk jjackson@cityofsouthfield.com

Kelda London, Deputy City Clerk klondon@cityofsouthfield.com

Assessing (248) 796-5230

Justin Prybylski, City Assessor jprybylski@cityofsouthfield.com

DDA (248) 796-5190

Molly LaLone, Executive Director mlalone@cityofsouthfield.com

Boards and Commissions*

Board Name	Meeting Dates/Times	Staff Contact
City Council	Most Mondays, 6:00pm, Council Chambers	Janet Jackson, City Clerk
Planning Commission	All meetings begin at 6:30pm 1 st Wednesday – Study Meeting 2 nd Wednesday – Long Range Study 3 rd Wednesday Regular Meeting Council Chambers	Thomas Paison, Deputy City Planner
Zoning Board of Appeals	1 st & 3 rd Tuesday, 7:00pm, Council Chambers	Nichole Vallette
Arts Commission	3 rd Tuesday of the month, 5:30am; Public Services Conference Room A	Alex Bollin
Southfield Downtown Development Authority	4th Friday of the month, odd months, 8:00am; location varies	Molly LaLone

**Meeting dates, times, and locations are subject to change; please contact the representative listed to confirm.*

Approval Authorities Table

Approval Authorities Table	City Planner	Planning Commission	City Council	Zoning Board of Appeals	Building Department	Engineering Department	Public Arts Commission
Administrative Site Plan*	x						
Site Plan*		x	x				
Special Land Use		x					
ODD (RUDD, MUCD)		x (recommendation)	x (approval)				
Rezoning		x (recommendation)	x (approval)				
Zoning Amendment		x (recommendation)	x (approval)				
Tree Removal Permit	x (single fam res)		x (in conjunction with site plan)				
Commercial Fence Permit	x						
Residential Fence Permit					x		
Variance/ Interpretation/ Temporary Use				x			
Building & Trade Permits					x		
Certificates of Occupancy					x		
Paving/Grading/ Utility Permits						x	
Soil Erosion Permits						x	
Right of Way Permits						X	
Public Arts							x (recommendation)

**See Site Plan Approval Flowchart on Page 13 for approval authority based on scope of work*

Planning & Zoning

Zoning Ordinance

The Zoning Ordinance contain land use regulations regarding the types of activities, placement of buildings, and other design standards for particular zoning designations and land uses.

[City of Southfield Zoning Ordinance](#)

Zoning Map

The Zoning Map specifies the zoning designation for each property within the City of Southfield which can be used to determine the regulations of the property per the Zoning Ordinance.

[Zoning Map April 2023](#)

Master Plan

Pursuant to the requirements of the Michigan Planning Enabling Act (Act 33 of 2008, as amended), the City of Southfield updates its Comprehensive Master Plan every five years. Sometimes referred to as the “Master Plan,” this document is used to guide future development, programs, and policies to help make our city match residents’ vision for the future. The plan gives guidance to the City Council, departments, agencies, boards and commissions, and staff as they make decisions that impact the public – with every new building, street, or program, the question is asked “Does this align with the community’s vision?”

[Sustainable Southfield Master Plan 2023-2028 ADOPTED 12/12/22](#)

Fee Schedule

The fee schedule, as adopted regularly by City Council, provides the cost to submit to the Planning Department for the various review processes.

[Planning Department Fee Schedule 2021](#)

Pre-Application Meetings

The Planning Department encourages developers, architects, tenants, and/or owners to schedule a pre-application meeting with relevant Planning staff members prior to submitting a site plan, special land use, or rezoning application. Other relevant City departments will be included as needed. Pre-Application meetings are scheduled on Wednesdays between 1pm and 4pm on a first come, first serve basis.

[Planning Department Pre-Application Meeting Checklist](#)

Notification Procedures

As required per Sec. 103 of the State Zoning Enabling Act, if a local unit of government conducts a public hearing required under this Act, the local unit of government shall publish notice of the hearing in a newspaper of general circulation in the local unit of government not less than 15 days before the date of the hearing. Notice required under this act shall be given as provided to the owners of property

that is the subject of the request. Notice shall also be given as provided to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request and to the occupants of all structures within 300 feet of the subject property regardless of whether the property or structure is located in the zoning jurisdiction. Notification need not be given to more than 1 occupant of a structure, except that if a structure contains more than 1 dwelling unit or spatial area owned or leased by different persons, 1 occupant of each unit or spatial area shall be given notice. If a single structure contains more than 4 dwelling units or other distinct spatial areas owned or leased by different persons, notice may be given to the manager or owner of the structure, who shall be requested to post the notice at the primary entrance to the structure. The notice is considered to be given when personally delivered or when deposited during normal business hours for delivery with the United States postal service or other public or private delivery service. The notice shall be given not less than 15 days before the date the request will be considered. If the name of the occupant is not known, the term "occupant" may be used for the intended recipient of the notice.

Notices are to include the following:

- Describe the nature of the request.
- Indicate the property that is the subject of the request. The notice shall include a listing of all existing street addresses within the property. Street addresses do not need to be created and listed if no such addresses currently exist within the property. If there are no street addresses, other means of identification may be used.
- State when and where the request will be considered.
- Indicate when and where written comments will be received concerning the request

Although the State Zoning Enabling Act requires notification within 300 feet of the subject property, the City of Southfield notifies owners within 350 feet as well as adjacent registered, active homeowners associations and condominium associations as an extended courtesy.

Rezoning/Overlay Development (ODD, RUDD, MUCD)

A property re-zoning request can be initiated by a property owner, other interested party (with property owner authorization), or City Council.

Rezoning Types

Zoning Type	Permitted Locations	Minimum Acreage	Intent	Development Agreements
Standard Rezoning (ZR)	City Wide	Per Zoning District	N/A	
Conditional Rezoning (CZR)	City Wide	Per Zoning District	In accordance with the provisions of Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), an applicant may voluntarily offer, and the City approve, certain uses and development of land as a condition to the rezoning of such land to address potentially negative effects of the rezoning on the health, safety, general welfare, and comfort of the residents of the abutting property, neighborhood and City.	Conditional rezoning agreement with voluntary conditions set forth by applicant required
Overlay Development District (ODD)	ODD Districts Only	City Centre/DDA Subareas: 1 acre; All others: 2 acres	To encourage development of parcels of land which may prove challenging due to their size, location, proximity to higher density adjoining uses, or environmental features; to foster creative development design or preserve desirable natural features, significant historical landmarks and architectural features located within the ODD; to offer flexibility related to site configuration, setbacks, layout, use, and encourage efficiency in use of land and natural resources while ensuring	Overlay Development District Agreement

			compatibility with surrounding land uses. In return for greater flexibility in site design requirements, ODDs are expected to deliver above-average design standards.	
Residential Unit Development District (RUDD)	RUDD Districts Only	3.75 acres	It is the intent of this District to authorize the use of Residential Unit Development District (RUDD) regulations for the purposes of: encouraging the use of land in accordance with its character and adaptability; promoting adaptive reuse and preservation of former school buildings and sites; foster green infrastructure and conserving natural resources, natural features and energy; encouraging innovation in land use planning; providing enhanced housing, employment, traffic circulation and recreational opportunities for the residents of Southfield; ensuring compatibility of design and use between neighboring properties; and, encouraging development that is consistent with Sustainable Southfield, as amended, and the City’s Future Land Use Plan.	
Mixed Use Corridor District (MUCD)	MUCD Districts Only	.25 acres	Eligible properties within the Mixed-Use Corridor District have frontage along main thoroughfares (i.e., West Twelve Mile Road, West Ten Mile Road and West Nine Mile Road as indicated on the Zoning Map) and tend to be	

			<p>shallow lots that make redevelopment a challenge. It is the intent of this District to authorize the use of Mixed Use Corridor District (MUCD) regulations for the purposes of: encouraging the use of land in accordance with its character and adaptability; to act as a buffer between adjoining non-residential and residential areas, and to ensure that new development is compatible in use, scale, and design with the transitional function of the District; permit mixed-use moderate-density, multiple-family (Middle Housing) residential uses, along with small-scale commercial uses and mixed-use developments that will primarily serve the day-to-day needs of residents in nearby neighborhoods and residential complexes; and encourages innovation in land use planning; providing enhanced housing, employment, walkability, traffic circulation and recreational opportunities for the residents of Southfield; ensuring compatibility of design and use between neighboring properties; and, encouraging development that is consistent with Sustainable Southfield, as amended, and the City's Future Land Use Plan.</p>	
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Submittal requirements

The Planning Department requires submittal of two (2) full-sized folded survey/zoning plans, PDF of plans, application, & fee to begin a rezoning process. A pre-application meeting is strongly encouraged.

ODD/RUDD/MUCD Development Agreements are required for ODD/RUDD/MUCD developments.

Review Process

The Planning Department will solicit input from City departments regarding a rezoning request. It will then proceed to Planning Commission (1-2 study meetings, 1 public hearing) for recommendation and to the City Council (study meeting and public hearing) for final approval. The City Clerk is responsible for making the change to the Zoning Map and City Code.

Criteria for rezoning requests include, but may not be limited to, consistency with adjacent zoning designations, Future Land Use map designation for the site, and a minimum 1-acre lot size (to avoid spot zoning).

Please see online applications here:

[Application for Rezoning Including ODD/RUDD/MUCD](#)



Rezoning Review



Planning Department
Thomas Paison, AICP
Deputy City Planner
248-796-4158
tpaison@cityofsouthfield.com

Sarah Mulally, AICP
Assistant City Planner
248-796-4157
smulally@cityofsouthfield.com

Alex Bollin
Planner I
248-796-4153
mbollin@cityofsouthfield.com

Souzan Hanna, ENV SP, LEED AP
Sustainability Planner
248-796-4156
shanna@cityofsouthfield.com

Building Department
Wayne Wilkins
Commercial Plan Reviewer
248-796-4116
rwilkins@cityofsouthfield.com

Engineering Department
Leigh Schultz
City Engineer
248-796-4812
lschultz@cityofsouthfield.com

Fire Department
Christopher Weertz
Fire Investigator/Inspector
248-796-5702
cweertz@cityofsouthfield.com

Police Department
Kelly Buckberry
Crime Prevention Officer
248-796-5409
kbuckberry@cityofsouthfield.com

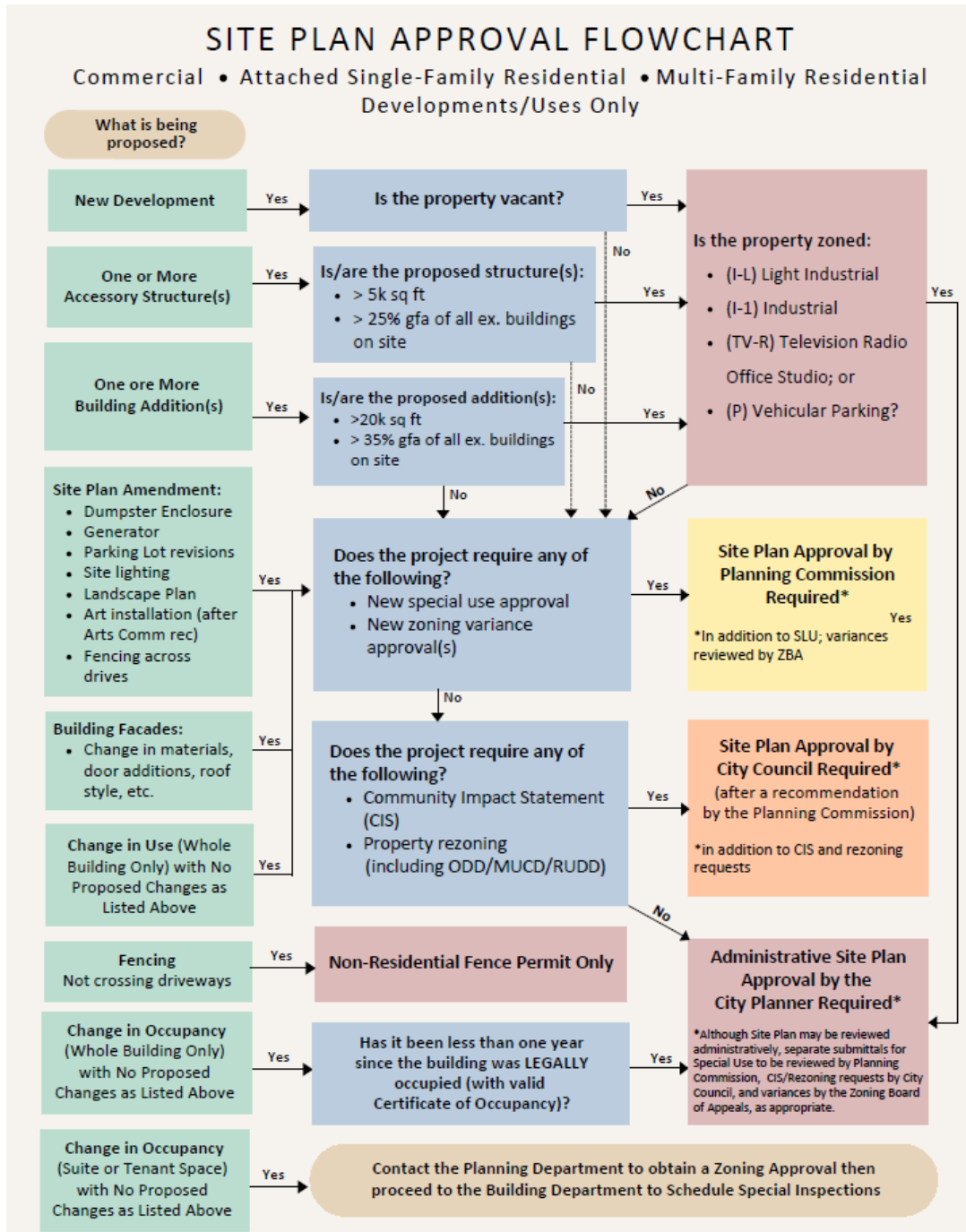


Site Plans & Administrative Site Plans

Site plans are essential to the development process. A site plan is a graphic representation of a property that shows proposed changes to the site as it relates to existing or proposed property lines. The Site Plan and Administrative Site Plan application packets contain checklists of items that must be included on a plan.

Site Plan vs. Admin Site Plan

Any changes to a site on the exterior of a building warrant either Administrative or Site Plan approval.



Process of Approval

Site Plan: The Planning Department will solicit input from City departments regarding a site plan request. It will then proceed to Planning Commission (1-2 study meetings, 1 public hearing) for recommendation or approval and possibly (based on the scope of work) to the City Council (study meeting and public hearing) for final approval. See Site Plan Approval Flowchart for approval authority based on scope of work.

Administrative Site Plan: The Planning Department will solicit input from City departments. After all comments have been adequately addressed, the Administrative Site Plan is approved by the City Planner.

Submittal Requirements

Site Plan: Submittal of two (2) full-sized folded sets of plans (site plan, landscape plan, photometric plan, building elevations), PDF of plans, application, & fee to the Planning Department.

Administrative Site Plan: Submittal of two (2) full-sized folded sets of plans (site plan, landscape plan , building elevations), PDF of plans, application, & fee to the Planning Department.

How long does approval last?

Whenever a site plan is required, it shall remain valid for a period of twelve (12) months from the date of approval unless an extension is requested by the petitioner, in writing, of the person, commission, or council having site plan review or traffic engineering review jurisdiction and such request for extension is granted. Such extension, if granted, shall not exceed a period of one (1) year.

Please see online applications here:

[Site Plan Application](#)

[Administrative Site Plan Application](#)

Administrative Site Plan Review

Planning Department
 Thomas Paison, AICP
 Deputy City Planner
 248-796-4158
 tpaison@cityofsouthfield.com

Sarah Mulally, AICP
 Assistant City Planner
 248-796-4157
 smulally@cityofsouthfield.com

Alex Bollin
 Planner I
 248-796-4153
 mbollin@cityofsouthfield.com

Souzan Hanna, ENV SP, LEED AP
 Sustainability Planner
 248-796-4156
 shanna@cityofsouthfield.com

Building Department
 Wayne Wilkins
 Commercial Plan Reviewer
 248-796-4116
 rwilkins@cityofsouthfield.com

Engineering Department
 Leigh Schultz
 City Engineer
 248-796-4812
 lschultz@cityofsouthfield.com

Fire Department
 Christopher Weertz
 Fire Investigator/Inspector
 248-796-5702
 cweertz@cityofsouthfield.com

Police Department
 Kelly Buckberry
 Crime Prevention Officer
 248-796-5409
 kbuckberry@cityofsouthfield.com

- 1** Submittal of two (2) full-sized folded sets of plans (site plan, landscape plan, building elevations), PDF of plans, application, & fee to Planning Department. Ongoing
- 2** City staff review of plans to determine compliance. Applicant notified. Week 1-2: City Staff Review
- 3** Revised plans submitted to Planning Department: PDF ONLY Varies
- 4** City staff review to determine compliance. If in approvable form, submit three (3) full-sized folded plans sets to Planning Dept. If not, repeat Steps 3-4. Duration: 1-2 Weeks
- 5** Compliance with conditions of approval; obtain all other City approvals/permits. Varies
- 6** Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance. Varies

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 Thomas Paison, AICP
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 Assistant City Planner
 248-796-4157
 smulally@cityofsouthfield.com

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 mbollin@cityofsouthfield.com

Souzan Hanna, ENV SP, LEED AP
 Sustainability Planner
 248-796-4156
 shanna@cityofsouthfield.com

Building Department
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 rwilkins@cityofsouthfield.com

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 lschultz@cityofsouthfield.com

Fire Department
 Christopher Weertz
 Fire Investigator/Inspector
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 cweertz@cityofsouthfield.com

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 Crime Prevention Officer
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 kbuckberry@cityofsouthfield.com



Special Land Use Requests

Special Land Use approvals are required for various uses as specified within Chapter 45 of the Southfield City Code (the Zoning Ordinance). Typically, these uses are those that have the potential to negatively impact surrounding properties.

Per the State Zoning Enabling Act, regulations, and standards upon which Special Land Use decisions are specified in the zoning ordinance. The standards shall be consistent with and promote the intent and purpose of the zoning ordinance and shall insure that the land use or activity authorized shall be compatible with adjacent uses of land, the natural environment, and the capacities of public services and facilities affected by the land use. The standards shall also insure that the land use or activity is consistent with the public health, safety, and welfare of the local unit of government. A request for approval of a land use or activity shall be approved if the request is compliant with the standards stated in the zoning ordinance, the conditions imposed under the zoning ordinance, other applicable ordinances, and state and federal statutes. Reasonable conditions may be required with the approval of a special land use, planned unit development, or other land uses or activities permitted by discretionary decision. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.

Process of Approval

The Planning Department will solicit input from City departments regarding a special use request (which typically runs concurrently with a Site Plan or Administrative Site Plan review request). It will then proceed to Planning Commission (1-2 study meetings, 1 public hearing) for recommendation and to the City Council (study meeting and public hearing) for final approval.

Submittal Requirements

If associated with Site Plan, app & fee only. If not, submit two (2) full-sized folded sets of plans (site plan/survey & floor plan), PDF of plans, application, & fee to Planning Department.

Please see the Special Land Use application packet here:

[Special Land Use Application](#)

Planning Department
Thomas Paison, AICP
Deputy City Planner
248-796-4158
tpaison@cityofsouthfield.com

Sarah Mulally, AICP
Assistant City Planner
248-796-4157
smulally@cityofsouthfield.com

Alex Bollin
Planner I
248-796-4153
mbollin@cityofsouthfield.com

Souzan Hanna, ENV SP, LEED AP
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shanna@cityofsouthfield.com

Building Department
Wayne Wilkins
Commercial Plan Reviewer
248-796-4116
rwilkins@cityofsouthfield.com

Engineering Department
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lschultz@cityofsouthfield.com

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cweertz@cityofsouthfield.com

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kbuckberry@cityofsouthfield.com

- 1

Meet with Planning Staff to discuss project. (Optional)



Pre-Submittal
- 2

If associated with Site Plan, app & fee only. If not, two (2) full-sized folded sets of plans (site plan/survey & floor plan), PDF of plans, application, & fee to Planning Department.



By last day of the month
- 3

City staff review of plans to determine compliance. Applicant notified. Resubmittal of plan revisions: (2) full-size & sets and PDF.



Month 1:
City Staff Review & Plan Revisions Resubmitted
- 4

Planning Commission Study Meetings (typically 2) & Regular Meeting. PC makes recommendation to City Council.



Month 2:
Planning Commission
- 5

Resubmittal of three (3) final hard copies + PDF to Planning Dept. City Council Study Meeting & City Council Regular Meeting.



Month 3-4:
City Council
- 6

Zoning Board of Appeals (if required); compliance with conditions of approval; obtain all other City approvals/permits.



Month 4-5+:
ZBA, fulfill conditions of approval, obtain City approvals
- 7

Completion of site work/ landscaping; request final Planning/Landscaping inspections towards Certificate of Occupancy issuance.



Varies

Tree Removal Permits

Per Section 5.53, Article 4 of the Zoning Ordinance (the Woodlands Ordinance), a permit is required to remove all trees over 6 inches in diameter and in good condition.

Tree removals and tree trimming must be performed by a contractor licensed with the City of Southfield City Clerk's office as a Tree Services provider (see Business Licenses for additional information).

Removal on Single Family Property (Not Part of New Construction)

Submit an application for removal indicating the type and size of trees along with aerial or plot plan indicating locations of trees proposed for removal. See permit application here:

[Tree Removal Application](#)

Removal on Single Family Property (Part of New Home Construction)

Submit the completed Single Family Residential Checklist along with a site plan and 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).

The checklist will include everything that should be shown on the submitted site plan and tree location survey:

[Tree Removal Submittal Checklist](#)

Removal on Commercial Property

When a tree permit application is not related to a development or activity necessitating review and approval of a site plan, plat or other permit by the City Council, the Director shall be responsible for granting or denying the application. In the event the tree permit application is related to development on property for which administrative site plan approval is required prior to his or her decision, notice of the tree permit application shall be sent by first class mail to all property owners adjoining the property upon which the development is proposed (including property directly across of the rights-of-way and easements) at least 15 days before the Director makes his or her decision which notice shall indicate where and when the tree permit application may be examined and which shall further indicate that said owner(s) may file a written objection thereto the Department. The City shall not issue a tree permit related to an administrative site plan approval approved by the Director until 10 days have passed following such approval. Any person denied a tree permit by the Director or any owner of property adjoining the property upon which a development is proposed (including property directly across public right-of-way and easements) when a tree permit related to an administrative site plan approval is approved, may appeal to the City Council. An appeal must be filed in the City Clerk's Office, in writing, within 10 days of the date of mailing of the decision being appealed. Timely filing of an appeal shall have the effect of suspending the issuance of a tree permit related to an administrative site plan approval pending the outcome of the appeal. The City Council, upon review, shall determine, with findings, whether or not there has been compliance with the requirements and standards of this section and based upon its findings, it may affirm, reverse, or modify the decision rendered by the Director.

If a tree permit is part of a site plan request, the City Council may approve the tree removal permit in conjunction with the site plan.

Building Department

Residential Construction

Single Family

Building permits are required for Single Family homes for the following:

- Constructing, enlarging, altering, repairing, moving, demolishing, or changing the use group within the Building Code of a building or structure; Residential accessory buildings, sheds, fences, generators, decks, roofs, gutters, siding, insulation, windows and similar work; Above ground swimming pools and in-ground swimming pools; moving of buildings
- New Construction
 - You will also need Planning Department approval for tree removals (see Planning Dept section)
 - Engineering Department approval also needed (see Engineering section)
- Building additions
 - Planning Dept approval needed for tree removals
 - Engineering Department approval also needed
- Zoning permit required only for sheds less than 200 square feet

Multi Family

Building permits are required for Multi-Family residential construction:

- Constructing, enlarging, altering, repairing, moving, demolishing or changing the use group within the Building Code of a building or structure; Residential accessory buildings, sheds, fences, generators, decks, roofs, gutters, siding, insulation, windows and similar work; Above ground swimming pools and in-ground swimming pools; moving of buildings
- New Construction
 - You will also need Planning Department Site Plan approval (see Planning Dept section)
 - Engineering Department approval also needed (see Engineering section)
- Building additions
 - Site Plan or Administrative Site Plan review needed from the Planning Department
 - Engineering Department approval also needed

Building Permits

Who approves?

All permitting and inspections regarding construction and trade permits are handled by the City of Southfield Department of Building and Safety Engineering (the Building Department).

What is required?

Commercial review:

- Provide a Building Permit Application and detailed construction documents, signed and sealed by a licensed design professional to include, but not limited to:
 - A complete Code Evaluation including:
 - Construction Type
 - Use Group and Occupant Load
 - Barrier Free Accessibility compliance per 2009 ICC/ANSI, A117.1
 - Soils investigation report
 - Structural calculations
 - Statement of special inspections
 - 2015 Michigan Energy Code compliance
 - List of deferred submittals if any
 - Compliance with: 2015 MBC, 2015 MMC, 2018 MPC, 2017 NEC, 2015 IFC

Residential review:

- Provide a Building Permit Application and detailed construction documents to include, but not limited to:
 - A complete Code Evaluation including:
 - Construction Type
 - Soils investigation report
 - Structural calculations
 - Statement of special inspections
 - 2015 Michigan Energy Code compliance
 - List of deferred submittals if any
 - Compliance with: 2015 MBC, 2015 MMC, 2018 MPC, 2017 NEC, 2015 IFC

Permit Type	When is it required?
Building	Constructing, enlarging, altering, repairing, moving, demolishing or changing the use group within the Building Code of a building or structure; Barrier-Free ramps; parking lot repaving, systems furniture, cellular colocation/replacement, commercial interior tenant demolition, dumpster enclosures, special events, tents, fireworks, food trucks, sidewalk sales; Residential accessory buildings, sheds, fences, generators, decks, roofs, gutters, siding, insulation, windows and similar work; Above ground swimming pools and in-ground swimming pools; moving of buildings
Electrical	Installing new electrical wiring or equipment; altering existing electrical wiring
Plumbing	Installing new plumbing fixtures; altering existing plumbing fixtures
Mechanical/HVAC	Installing new mechanical/heating/HVAC fixtures; altering existing mechanical/heating/HVAC fixtures
Fire Alarm	Installing new fire alarm or altering existing fire alarm system
Fire Suppression	Installing new fire suppression or altering existing fire suppression system

Where can I find out about inspections?

Inspections will be required at multiple points throughout the project for each permit issued. Inspection scheduling is the responsibility of the contractor and should only be scheduled when the work is ready for inspection. All permit submittals and inspection requests are handled online through BS&A:

Apply for permit: [BS&A Online Building Permitting](#)

Schedule an Inspection:
[BS&A Online Inspection Scheduling](#)

IN ORDER TO ISSUE A BUILDING PERMIT, SIGN OFF FROM THE PLANNING AND ENGINEERING DEPARTMENTS ARE REQUIRED FOR MANY PROJECTS

Certificates of Occupancy (change in use or occupant)

Contact the Planning Department who will determine if the proposed change in use or occupancy will meet Zoning Ordinance requirements for use and off-street parking requirements. Provide the Planning Department with the property address and suite number (if applicable). If determined to meet Zoning Ordinance requirements, Planning will enter a Zoning Approval into the BS&A permitting system, and you may proceed to the Building Department for next steps.

If making any changes to the interior of the space which will require building permits, you may apply for building permits. If no changes requiring permits are planned, you will need to apply for a Change of Occupancy/Ownership permit.

Apply for Change of Ownership/Occupancy here:

[BS&A Online Application for Change in Ownership/Occupancy](#)

Zoning Board of Appeals

Timing of Application

Cases are heard after Site Plan approval by the Southfield City Council. Variances must be obtained prior to issuance of permits.

Dimensional Variances

These requests typically pertain to buildings and structures that physically cannot be constructed in the location required by the zoning ordinance or there are other ordinance requirements that can't be met. Common dimensional variance requests include:

- Front, side, or rear yard setbacks
- Height
- Lot coverage regulations
- Parking requirements
- Sign regulations
- Landscaping/buffering requirements

Some aspect of the property must be unique, not just the applicant's business, family, or financial circumstances. Examples of unique circumstances that can be considered in a variance request include properties with odd dimensions, steep slopes, or unusual easements.

Interpretation

The Zoning Board of Appeals may hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision, or refusal made by the Director of the Department of Building and Safety Engineering or any other administrative official in carrying out or enforcing any provision of the Zoning Ordinance with the exception of a decision regarding Outdoor Non Accessory Retail Sales.

Temporary Use Approval

These requests permit conditional and temporary buildings and uses subject to appropriate conditions and restrictions for an initial period of not more than one (1) year which may be extended by the Board for additional periods not to exceed one (1) year each provided.

The ZBA interactive application may be found here:

[Zoning Board of Appeals Application](#)

Instructions for completing the application may be found here:

[Zoning Board of Appeals Submittal Instructions](#)

Engineering Department

The Engineering Department is responsible for the following:

- Right of Way Permits (Sidewalks, driveways, curb cuts, culverts, and storm water taps)
- Soil Erosion (Commercial and Residential) for construction projects, parking lot repaves, and demolitions
- Utility (DTE, Consumers Energy, telecommunications providers) and Small Cell Permits
- Commercial Construction (Paving, grading, utilities, stormwater management)
- Residential Construction (new house)
- Stormwater Management per current Oakland County Water Resources Commissioner's standards (Southfield uses a 0.50 acre minimum disturbance)
- Monitoring Wells and Soil Borings Permits

What is Required?

Commercial Construction: Construction plans, itemized cost opinion for site improvements including soil erosion, paving, grading, utilities and storm water management, non-refundable review fee in the amount of 2.0% of the estimated cost, a cash bond for soil erosion, performance guarantee for 100% of the estimated construction cost in the form of cash, certified check, or irrevocable bank letter of credit, a deposit of the percentage of the total contract amount for inspection and testing fees.

Residential Construction (new house): Application form, five (5) sets of plans signed and sealed by an engineer or land surveyor (includes grading, paving, utility services), and review fee. If within 500' of a stream or sensitive area (slope, wetlands, etc.), a Soil Erosion and Sedimentation Control Permit is also required.

Soil Erosion and Sedimentation Control Permit: Review fee, cash bond, inspection deposit, four (4) sets of soil erosion control plans, soil erosion application signed by landowner.

Applications with current fee schedules can be found on the Engineering Department website: <https://www.cityofsouthfield.com/departments/public-works/engineering>

Financial Incentives

Business Development

Please contact Rochelle Freeman, the Business & Economic Development Director, at the beginning of your planning process to ensure access to any financial incentives for your project.

Phone: 248-796-4161 Email: rfreeman@cityofsouthfield.com

Southfield Business Development will support you from the conceptual phase to your grand opening, offering personalized services to meet your needs.

Locally Approved:

Brownfield Redevelopment (PA 381)

The Southfield Brownfield Redevelopment Authority offers brownfield redevelopment tax increment financing and revolving grant/loan opportunities. The City of Southfield's Brownfield Redevelopment Authority provides incentives to businesses that redevelop contaminated, blighted, and functionally obsolete sites to facilitate the reuse of the properties. Incentives can include paying for cleanup-related costs such as demolition, site preparation, public infrastructure, and lead and asbestos abatement, as well as environmental remediation. [Link to MEDC Program.](#)

State Approved:

The Michigan Economic Development Corporation offers several incentives that are instigated locally, full approval is granted at the State level.

Commercial Rehabilitation Act (PA 210)

The Commercial Rehabilitation Act encourages the rehabilitation of commercial property by abating the property taxes generated from new investment for a period up to 10 years. Properties must meet eligibility requirements and be located in a Commercial Rehabilitation District as defined by the City of Southfield and approved by Oakland County. The State Tax Commission is responsible for final approval and issuance of Commercial Rehabilitation certificates. [Link to Information and Application.](#)

Industrial Facilities Exemption (PA 198)

Property tax abatements were created by the State of Michigan to provide a stimulus in the form of significant tax incentives to industries that renovate and expand aging plants, build new plants, and promote establishment of research and development laboratories.

Property tax abatement is an incentive provided primarily to build new plants in Michigan or renovate and expand aging assembly, manufacturing, and research plants. The incentive comes in the form of abated property taxes. The value of the project added will produce 50% of the taxes for a set period of time and then resume to the full tax value at the end of the abatement period. [Link to Information and Application.](#)

New Personal Property Exemption (Public Act 328) allows eligible businesses to abate personal property taxes on new investments in the City of Southfield. Eligible projects include manufacturing, mining, research and development, wholesale trade, and office operations.

In 2014, the legislature finalized revisions to the Michigan Personal Property Tax (PPT) reform. Under this revised package, the small “essential services assessment” (ESA) that manufacturers pay to cover their costs associated with local government police, fire, ambulance, and jail services will now be a flat, statewide rate that is fixed and requires only one form and payment to be submitted to the state.

[Link to Information & Application.](#)

Michigan Business Development Program is available to eligible businesses that create qualified new jobs and/or make qualified new investment in Michigan. This is a new incentive program available from the Michigan Strategic Fund (MSF) in cooperation with the Michigan Economic Development Corporation (MEDC). The program is designed to provide grants, loans, and other economic assistance to businesses for highly competitive projects in Michigan that create jobs and/or provide investment. [Link to MEDC Program.](#)

For more information, contact the Business Development Department. You can also find information on their website: <https://www.cityofsouthfield.com/departments/business/expansion-and-incentives>

Business Licenses

City Clerk

Non-Accessory Outdoor Retail Sales/Fireworks/Food Trucks are licensed as Vendors and must obtain approval from the Building Department as well.

Licenses:

- Vendors
- Charitable Solicitations
- Secondhand Dealers, Junk Dealers, Pawnbrokers
- Use Automobile Dealers
- City Chauffeurs and Public Carriers
- Auctioneers
- Liquor Licenses
- Public Dances and Dancehalls
- Recreation, Amusement, and Games
- Poolrooms and Bowling Establishments
- Theaters, Shows, and Exhibitions
- Skating Rinks
- Boxing, Wrestling, Judo and Karate
- Mechanical Amusement Rides
- Mechanical and Electrical Amusement Devices and Arcades
- Miniature Golf Courses and Driving Ranges
- Archery Range
- Public Swimming Pools
- Christmas Tree Sales
- Hotels and Motels
- Open Parking Stations
- Ambulance Service
- Locksmiths
- Rental Agencies—Bicycles, Motorcycles And Motor-Driven Cycles
- Dry Cleaning And Dyeing
- Snow Removal Equipment
- Lawn Care Service
- Gasoline Stations And Car Wash Establishments
- Ice Cream Trucks
- Garage Sales
- Tree Services
- Myomassologists And Massage Parlors
- Solicitors
- Smoking Lounge Establishments
- Medical Marijuana Facility License

- Sexually Oriented Businesses
- Medical Marihuana Facilities
- Adult-Use Marihuana Establishments

PLEASE NOTE: You will need to contact the Planning Department to obtain Zoning Approval if you are looking to move any of the above uses into a specific address or tenant space within the City of Southfield prior to submittal to the City Clerk's office.

Submittal Requirements to the City Clerk's Office

- Surety Bond and applicable fees
- Certificate of Liability Insurance
- Notarized application
- Police Records Check Application (completed by owner)
- Copy of Driver's License (front and back)
- Two (2) Passport Photos required for the following licenses:
 - Fireworks
 - Garbage/Rubbish Collectors
 - Ice Cream Trucks
 - Solicitation
 - Vendors

Additional information may be found on the City Clerk's website here:

<https://www.cityofsouthfield.com/business/licenses-permits>

Partner Organizations

Southfield Downtown Development Authority (SDDA)

The SDDA has been driving economic growth in the City's southeast corner since 1988. The SDDA mission is to ensure a safe and prosperous environment that advances technology, healthcare, retail, and higher education while supporting stakeholder values that care, share, and grow the community.

More information on the Southfield DDA can be found on their website:

<https://southfielddda.com/>

Chamber of Commerce

The Southfield Area Chamber of Commerce proudly collaborates with the City of Southfield and the local business community. Its main goal is to establish connections that support and enhance businesses. The Chamber regularly organizes social and educational gatherings and promoting its members through newsletters, social media, and the Chamber's website. Additionally, it offers avenues for members to engage with influential individuals through business referrals and industry peer groups, aiming to support their business and professional development.

More information on the Southfield Chamber of Commerce may be found on their website:

<https://www.southfieldchamber.com/>

Michigan Economic Development Corporation (MEDC)

The State of Michigan has a team that is dedicated to assisting businesses wishing to relocate and/or expand within the State. The MEDC works collaboratively with the City of Southfield to help streamline development processes. Staff can assist with bringing all state agencies, local and regional partners, utilities, workforce training institutions, permitting authorities and higher education institutions together. Work with Rochelle Freeman, Business & Economic Development Director to connect with MEDC staff assigned to the City of Southfield.

Find more information on the MEDC on their website:

<https://www.michiganbusiness.org/>