

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

<b>Application Date</b>	
<b>Property Sidwell Number</b>	24
<b>Proposed Address (to be confirmed by the Planning Department)</b>	
<b>Associated BP #</b>	

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

Please note that hard copy plans will not be accepted. All information is to be submitted via PDF to Souzan Hanna 248-796-4156 [shanna@cityofsouthfield.com](mailto:shanna@cityofsouthfield.com) and completed prior to Planning Department sign-off to the Building Department and **PRIOR TO BUILDING PERMIT ISSUANCE:**

- Site Plan with 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'; full-size (24"x36") or reduced (11"x17") PDF plan acceptable; all information must be legible
  - 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 key identifying the numbered trees by size, common name/genus and condition; this can be included on the Tree Location Survey or as a separate document
- 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

**\*\* SUBMIT THIS CHECKLIST WITH YOUR PLANS/TREE LOCATION SURVEYS; KEEP A COPY FOR YOUR RECORDS AND INFORMATION BELOW REGARDING NEXT STEPS\*\***

- 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 [shanna@cityofsouthfield.com](mailto:shanna@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\*
- Final Certificate of Occupancy Planning approval will be sent to the Building Department

*\*If determined that proper tree replacements have been made, please note that per Section 5.56(12)(a), Article 4 of the Zoning Ordinance, "All nursery stock and transplanted trees shall be guaranteed for one (1) year." Therefore, the Tree Bond will be refunded by the Planning Department when an inspection is made after one year and nursery stock/transplanted trees are found to be in good condition.*

**Please note that this checklist does not apply to multi-family or single family residential construction governed by an approved site plan and landscape plan (i.e., cluster option development, RUDD, etc.).**

**PLEASE ALLOW, AT MINIMUM, A 14 BUSINESS DAY FORMAL REVIEW PERIOD FOR EACH PLANNING DEPARTMENT SUBMITTAL.**