

City of Southfield Requirements for Unattended Collection Bins (UCBs)



Per Section 5.28-1, Article 4 of the Southfield Zoning Ordinance, Unattended Collection Bins (UCBs) are permitted as an accessory use within the (RS) Regional Shopping, (B-3) General Business, and (I-1) Industrial zoning districts ONLY and with **Administrative Site Plan** review and approval. Planning submittals are to be made online through BS&A: <https://bit.ly/SouthfieldPZE>

The following information will be required as part of your submittal:

- **Administrative Site Plan Application** completed by applicant and signed by the property owner
- **Letter of Understanding** signed by the property owner and notarized
- PDF of Site plan prepared by a design professional which includes the following:
 - All items on **Administrative Site Plan Checklist** (include/upload the checklist as part of the submittal).
 - Please note that Unattended Collection Bins **cannot** be located:
 - Upon any lot or parcel that is unimproved or is not currently used or occupied or where the principal building or structure has been closed or unoccupied for more than thirty (30) days
 - Within a required landscape area
 - Within 1,000 feet from another collection bin as measured along a straight line from one bin to the other and no more than one UCB per parcel unless documented evidence is submitted to the Planning Director that a second bin is required due to the volume of items delivered to the site. In this case, the 1,000 foot separation requirement may also be waived by the Planning Director. A UCB must be operating at a site for at least 90 days in order to establish that a second bin is required.
 - Both UCBs shall have the same operator. No fee is required to submit an application for the second bin.
 - Within 500 feet from the property line of any lot used or zoned for residential purposes, within 50 feet of any driveway, and less than 10 feet from a public right-of-way or sidewalk.
 - In a required vehicular parking space as determined by section 5.30 Off-Street Parking.
 - In a location causing a visual obstruction to vehicular or pedestrian traffic as determined by the city, or block access to required parking, emergency vehicle routes, building entrances or exits, easements, or dumpster enclosure areas. Written verification from the refuse removal company stating they can access the dumpsters from the enclosure in the proposed location
 - Additional information on the bin will need to be provided as follows:
 - A description and/or diagram of the proposed locking mechanism of the UCB
 - A maintenance plan (including graffiti removal, pick-up schedule, and litter and trash removal on and around the UCB) that is sufficient to prevent/eliminate blight-related conditions.
 - Any other reasonable information regarding time, place, and manner of UCB operation, placement, and/or maintenance that the planning director requires to evaluate the proposal consistent with the requirements of this Section
 - Review fee of \$792 (\$750 Administrative Site Plan fee + \$40 application fee + \$2 BS&A online service fee) will be assessed after your submittal is made, and you will receive a link to pay online

For questions on the submittal process, please contact the Planning Department at (248) 796-4150 or contactplanning@cityofsouthfield.com. Please note that if you received a citation for a UCB, any issues regarding your progress or the time allotted to address the violation MUST be discussed with your Code Enforcement officer. Thank you for your cooperation.