

## Application for Site Plan Review

ITEM NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIVED BY PLANNING: \_\_\_\_\_

I (We) the undersigned, do hereby make application to the City of Farmington Hills Planning and Community Development Department to (re)develop the property herein described as and in support of this application the facts below are shown.

**DUE DATE:**

*Applications are due to the Planning Office no later than 3:30 p.m. on the 1<sup>st</sup> day of the month, unless the 1<sup>st</sup> falls on a weekend or a holiday observed by the City, in which case they are due to the Planning Office no later than 3:30 p.m. on the following business day.*

**REVIEW PROCESS:**

*The initial review of the application is a mandatory preliminary staff/consultant review for completeness and compliance with all applicable laws and policies. Preliminary review comments shall be provided to the applicant(s) within approximately three (3) weeks following initial application submission. The applicant(s) shall then respond to each preliminary review comment in writing and via revised plans. This process shall repeat until the applicant(s) has addressed all preliminary review comments to the reasonable satisfaction of the City Planner (with input from the City Engineer and Fire Marshal). Once the City Planner finds that all preliminary review comments are addressed, the application shall be placed on the next available Planning Commission regular meeting agenda for consideration. Regular Planning Commission meetings are generally held on the third Thursday of the month.*

*\*\*\*An applicant(s) has no inherent right to placement on a Planning Commission agenda. Applications shall be complete and comply with all applicable laws and policies (or clearly identify the specific laws and/or policies from which relief is sought and describe the nature of the relief sought) prior to placement on the Planning Commission agenda.\*\*\**

**SITE CHARACTERISTICS:**

Subject Property Address: \_\_\_\_\_

Sidwell/Tax I.D.: 22-23- \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Propose number of Employees: \_\_\_\_\_ Bldg. Sq. Footage: \_\_\_\_\_

**THE PROPERTY IS OWNED BY:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Signature of Owner: \_\_\_\_\_ Print name: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's interest in property (if other than the owner).

\_\_\_\_\_  
\*Signature of Applicant: \_\_\_\_\_ Print name: \_\_\_\_\_

**REQUIREMENTS ON THE NEXT PAGE:**

**Continued:**

**ITEM NO.:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **RECEIVED BY PLANNING:** \_\_\_\_\_

**APPLICATION SUBMITTALS AND RESUBMITTALS:**

**REQUIREMENTS FOR SUBMITTALS OR RESUBMITTALS \*FOR MANDATORY PRELIMINARY STAFF/CONSULTANT REVIEW (SEE DESCRIPTION OF REVIEW PROCESS ABOVE):**

- Seven (7) full-size copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- Seven (7) 11" x 17" copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- One (1) electronic copy of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto sent by email to: [ckettler@fhgov.com](mailto:ckettler@fhgov.com);
- The required review fees provided in the Fee Schedule attached hereto, if applicable;
- One (1) completed copy of this Application for Site Plan Review;
- One (1) completed copy of the Hazardous Substances Reporting Form attached hereto; and
- One (1) copy of a proof of ownership document (e.g., title insurance; purchase agreement; signatures of principal owners involved in corporation, partnership; etc.).

**REQUIREMENTS FOR RESUBMITTAL \*FOR PLANNING COMMISSION REVIEW (SEE DESCRIPTION OF REVIEW PROCESS ABOVE):**

- Eight (8) full-size copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- Sixteen (16) 11" x 17" copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- One (1) electronic copy of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto sent by email to: [ckettler@fhgov.com](mailto:ckettler@fhgov.com); and
- The required review fees provided in the Fee Schedule attached hereto, if applicable.

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**Staff:**

Requirements received:

Missing requirements:

Department routing dates: GW:                      Engineering:                      Fire:  
Reviews received:                      GW:                      Engineering:                      Fire:

Planning Commission date: \_\_\_\_\_

Results: \_\_\_\_\_

City of Farmington Hills  
Planning Office  
31555 W. Eleven Mile Road  
Farmington Hills, MI 48336-1165  
www.fhgov.com  
(248) 871-2540  
Fax: (248) 871-2521

## Hazardous Substances Reporting Form For Site Plan Review

Site Plan #: \_\_\_\_\_

*Note: This form should be completed and submitted to the Planning Office as part of the site plan for all facilities.*

Name of Business: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_

Street and Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I affirm that the information submitted is accurate:

Owner's Signature: \_\_\_\_\_

Information Compiled by: \_\_\_\_\_

### Part I: Management of Hazardous Substances and Polluting Materials

1. ☐ Y ☐ N Will the proposed facility store, use or generate hazardous substances or polluting materials (including petroleum-based products) now or in the future at a quantity of 10 gallons or greater? Per the international fire code 2015 edition, any quantity of flammable or combustible liquids in excess of 10 gallons shall be stored in liquid storage cabinets. Quantities not exceeding 10 gallons are allowed to be stored outside of a cabinet in approved containers located in an approved location. The fire department shall verify approved locations. If yes, please complete this form and submit with your site plan. If no, stop here and submit with your site plan.
2. ☐ Y ☐ N Will hazardous substances or polluting materials be reused or recycled on-site?
3. ☐ Y ☐ N Will any hazardous substances or polluting materials be stored on site? If yes, identify the storage location on the site plan. Describe the size and type of secondary containment structure here, on the attached page, or as a detail on the site plan:
4. ☐ Y ☐ N Will new underground storage tanks be located less than 2000 feet from drinking water wells servicing two or more establishments, or less than 300 feet from a single family drinking water well?

5. ☐ Y ☐ N Are existing underground storage tanks on-site less than 200 feet from a drinking water well servicing two or more establishments or less than 50 feet from a single family household?

If the answers to # 4 or # 5 are yes, you may be in violation of State of Michigan underground storage tank regulations. Contact the State Police Fire Marshall Division, Lansing Central Office for specific requirements. Telephone (517) 241-8847.

6. ☐ Y ☐ N Will the interior of the facility have general purpose floor drains?\* If yes, will the floor drain connect to (check one):

- (a) ☐ Sanitary Sewer System
- (b) ☐ On-Site Holding Tank
- (c) ☐ On-Site system approved by the Michigan Department of Natural Resources in accordance with groundwater discharge permit requirements (administered by Waste Management Division).

- *Note: General-purpose floor drains should not be connected to a storm drain, dry well or septic system.*

7. ☐ Y ☐ N Will hazardous substances or polluting materials be stored, used or handled out-of-doors near storm drains which discharge to lakes, streams, or wetlands? If yes, describe the type of catch basin or spill containment facilities which will be used (use an attached sheet with diagram, if appropriate).

8. ☐ Y ☐ N Will there be an energy storage system or battery storage of any kind inside the building? If yes, please contact the Fire Prevention office at 248-871-2820.

*Additional information may be requested by the City to assure that site plans comply with local, county and state environmental protection requirements.*

## Part II

## TYPES AND QUANTITIES OF HAZARDOUS SUBSTANCES AND POLLUTING MATERIALS WHICH WILL BE USED, STORED OR GENERATED ON SITE

Please list the hazardous substances and polluting materials (including chemicals, hazardous materials, petroleum products, hazardous wastes and other polluting materials) which are expected to be used, stored or generated on-site. Quantities should reflect the maximum volumes on hand at any time. Attach additional pages, if necessary, to list all hazardous substances and polluting materials.

COMMON NAME (Trade Name)	CHEMICAL NAME (Components)	FORM	MAXIMUM QUANTITY ON HAND AT ONE TIME	TYPE OF STORAGE CONTAINERS
1.				
2.				
3.				
4.				
5.				
		<b>Key</b>  Liq. = Liquid P.Liq. = Pressurized Liquid S = Solid G = Gas P.G. = Pressurized Gas		<b>Key</b>  AGT = Aboveground Tank DM = Drum(s) UGT = Underground Tank CY = Cylinders CM = Metal Container CW = Wooden or

				Composite Container TP = Portable Tank O = Other (Specify)
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City of Farmington Hills  
 Planning Office  
 31555 W. Eleven Mile Road  
 Farmington Hills, MI 48336-1165  
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## State/County Environmental Permits Checklist

*This checklist has been prepared to alert businesses to state and county environmental permit requirements which may apply to new or existing facilities. Applicants are requested to complete this form and submit it to the City Planning Office with the proposed site plan. Upon receipt, the City will forward the information to the permit coordinator, Michigan Department of Natural Resources.*

*This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from appropriate state and county offices. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required by the City or other governmental agencies.*

Circle the regulations which you think may apply to your business:

1. ☐ Y ☐ N Will the project involve the discharge of any type of waste water to a storm sewer, drain, lake, stream or other surface water?

2. ☐ Y ☐ N Will the project involve the discharge of liquids, sludges, waste water and/or waste water residuals into or onto the ground:

*Contact: Michigan Department of Natural Resources, Waste Management Division, District Office Telephone: (517)-284-6546*

3. ☐ Y ☐ N Will the project or facility store or use hazardous substances, oil, or salt? Depending upon the type of substance, secondary containment and a Pollution Incident Prevention Plan (or a material storage permit) may be required.

*Contact: Michigan Department of Natural Resources, Waste Management Division, District Office Telephone: (517)-284-6546*

4. ☐ Y ☐ N Will the facility use underground storage tanks? Existing tanks must be registered with the State Police Fire Marshall Division. Tanks must be installed and operated in accordance with state regulations.

*Contact: Michigan State Police Fire Marshall Division, Hazardous Materials Section, Lansing, Telephone: (517)-241-8847 Michigan BFS*

5. ☐ Y ☐ N Will the facility involve the transport, on-site treatment, storage or disposal of hazardous waste generated in quantities of 1000 kilograms (250 gallons or 2200 pounds) or more per month? If yes, one or more permits may be required.

Will the facility generate between 100 kilograms/month (25 gallons or 200 pounds) and 1000 kilograms/month (250 gallons or 2200 pounds) of hazardous waste? If yes, the facility may be a small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Natural Resources (special forms are available) and a manifest (shipping paper) should be used to transport waste off-site.

*Contact: Michigan Department of Natural Resources, Waste Management Division, District Office Telephone: (517)-284-6546*

6. ☐ Y ☐ N Will the project involve burning, land filling, transferring or processing any type of solid non-hazardous wastes on-site?

*Contact: Michigan Department of Natural Resources, Waste Management Division, District Office Telephone: (517)-284-6546*

7. ☐ Y ☐ N Will the project involve the installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants?

*Contact: Michigan Department of Natural Resources, Air Quality Division, Permit Section, District Office Telephone: 953-0241 (Livonia Office)*

8. ☐ Y ☐ N Will the project involve any man-made change in the natural cover or topography of land, including cut and fill activities which may contribute to soil erosion and sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If the answer to both of these questions is yes, a soil erosion and sedimentation permit is required.

*Contact: County Water Resource Commissioner (or other responsible office) Telephone: (248) 858-0958 (Oakland County)*

9. ☐ Y ☐ N Will the project involve any work (dredging, filling, construction) in a river, stream, creek, ditch, wetland or floodplain, or within 500 feet of an inland lake, river, stream, creek or ditch?

*Contact: Michigan Department of Natural Resources, Land and Water Management Division District Office Telephone: (517)-284-6546*

10. ☐ Y ☐ N Will an on-site wastewater treatment system or septic system be installed? Will septage be stored on-site prior to off-site disposal?

*Contact: For Sanitary Sewer – County or District Environmental Health (517)-284-6546 For Industrial/Commercial Waste Water in an quantity of more than 10,000 gallons/day of sanitary sewage –*



*Michigan Department of Natural Resources, Waste Management  
Division District Office Telephone: (517)-284-6546*

11. ☐ Y ☐ N Is this facility (or any facility under your ownership) currently involved in any compliance discussions with the Michigan Department of Natural Resources or the Michigan Attorney General's Office?

*Contact: Michigan Department of Natural Resources, Office of  
Environmental Enforcement/Environmental Support Division  
Telephone: (517) 599-2629*

12. ☐ Y ☐ N Is this facility/property (or any facility/property under your ownership) included in the Act 307 Priority List, "Michigan Sites of Environmental Contamination" or subject to corrective action under the Leaking Underground Storage Tank (LUST) program?

*Contact: Michigan Department of Natural Resources Environmental  
Response Division District Office Telephone: (517)-284-6546*

**NOTE:** *For assistance with permits and approvals from the Michigan Department of Natural Resources, including permit coordination among MDNR divisions, contact the Permits Coordinator, Lansing Central Office/ Michigan DNR/EGLE main number (517) 284-6367.*

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facility Owner or Manager: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Date: \_\_\_\_\_

Materials Management Division – Warren District Office

Vickie Terry (Hazardous Waste Section) - 517-284-6546

Todd Zynda – 586-206-1640

Jennifer Hazelton – 248-915-1063

Jim Day – 586-494-5093

Michigan DNR EGLE (Environment, Great Lakes, and Energy) – 517-284-6367

Michigan DNR EGLE – Environmental support division – 517-599-2629



8 Copies of Site Plan

- a. Vehicular Circulation
- b. Transition Treatment (includes setbacks)
- c. Location of any Wetlands, Water, Watercourses & Retention
- d. Grading
- e. Utilities, Easements
- f. Parking Lot Trees
- g. Wall, if required
- h. Dumpster
- i. Location
- j. Loading Space
- k. Lighting Details
- l. Topography

3 Copies of Tree Survey – See Checklist – if over 10 acres aerial required

Tree Affidavit with Photos

2 Copies of Superimposed Tree Survey – See Checklist (if needed)

6 Copies of Landscape/Open Space – See Checklist (if needed)

Fifteen 11” x 17” Copies of Both Site Plan and Landscape (go to commissioners and others at meeting with review letters)

Proof of Ownership (Title Insurance, Purchase Agreement, Owner Signature)

Hazardous Substance Form

Application

Fees

Optional: Floorplan, Elevations

When Application Accepted, 2 copies plan, 1 super and 1 tree survey (or affidavit) & copy of Appl. To Reviewer; 2 copies & copy of appl. To Engineering; 1 copy plan, copy of appl. And original of Hazardous Substance Form to fire; original appl, 3 plans, proof of ownership, 2 tree survey & 1 super tree (or affidavit if no trees involved), copy of Hazardous Substance in file

When Site Plan approved and Landscape required, 2 copies to Reviewer, 1 copy to Engineering and 3 to file



## CITY OF FARMINGTON HILLS LANDSCAPE PLAN CHECKLIST

- A. The items listed below are to be included on Landscape Plans and Open Space Plans submitted for approval to the City of Farmington Hills Planning Office.
- ☐ Minimum scale 1" = 40'.
  - ☐ Show north arrow.
  - ☐ Location map.
  - ☐ Include a table that indicates:
    - Total number of regulated trees on site.
    - Total number of regulated trees to be removed.
    - Total number of replacement trees to be planted on site.
  - ☐ Show trees that are to remain with their corresponding tree inventory number making sure they match the approved Tree Survey and Site Plan.
  - ☐ Include a list of all trees on site with their corresponding tree inventory number and a disposition (save or remove). If this list is too extensive to fit on the plan and is in a separate book, a note indicating so must be included on the plan.
  - ☐ Show proposed plant locations. (Refer to Zoning Ordinance for spacing and size requirements)
  - ☐ Include a plant list that indicates plant quantity, spacing, size, and root type.
  - ☐ Show existing and proposed contours at minimum two foot (2') intervals.
  - ☐ Show berm cross-sections where applicable indicating slope, height, width and type of ground cover.
  - ☐ Show proposed and existing utilities.
  - ☐ Indicate type of ground cover for all landscaped areas.
  - ☐ Show location of all required **wood** snow fencing around trees to remain.
  - ☐ The following notes must be included on the plan:
    - A Tree Permit must be obtained from the Planning Office prior to all tree removal activity involving trees six inches (6") or more DBH in accordance with the City of Farmington Hills Zoning Chapter 34-559.
    - Trees must be planted no closer than six feet (6') to public utilities.
    - All required landscape material indicated on approved plans will be required through the life of the project and must be replaced if removed or dead.

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**Landscape Plan Checklist**  
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- 4 foot (4') high **wood** snow fencing or other rigid material is to be erected around the drip line of all trees to be saved in accordance with the City of Farmington Hill Zoning Ordinance Chapter 34-559.
- Required landscape material shall satisfy American Association of Nurseryman Standards and be:
  - a. Nursery grown.
  - b. State Department of Agriculture inspected.
  - c. No. 1 grade with straight unscarred trunk and well developed uniform crown (park grade trees will not be accepted).
  - d. Planted per City of Farmington Hills details and specifications and in accordance with City of Farmington Hills Chapter 34-553.
  - e. Guaranteed for one year.
  - f. Replacement trees shall have shade potential and other characteristics comparable to the trees proposed for removal.

☐ Include planting details for all plant material in accordance with City of Farmington Hills details and specifications and in accordance with City of Farmington Hills Zoning Chapter 34-553.

☐ The Landscape Plan is to be sealed by a registered Landscape Architect.

**B.** The following items are to be considered when preparing Landscape Plans:

☐ The Landscape Plan must conform to the Site Plan, Tree Survey, tree replacement requirements and the placement of parking lot trees.

☐ The placement of plant material at driveways and at intersections must comply with the 25' corner clearance provisions as referred to in Chapter 34-549 and 31-11. Maximum height within corner clearance area 30".

☐ Keep plant material at least four feet (4') feet away from property lines.

☐ Plant material is to be outside of the high water (freeboard) elevation of retention ponds.

☐ Make sure all required walls are indicated on Landscape Plans.

☐ Address Design Principles where they apply (available upon request from the Planning Office).

- Parking Lot Landscape Guidelines
- RC District Berm Alternative Design Principles
- Berm Planting and Design Plan
- OS-3 District, Landscape Design Principles
- Bufferyard Design Principles
- Landscape Design Principles for Densely Wooded Areas
- Water Retention Area Designed for Yards Adjacent to Street
- Guidelines for Designation and Maintenance of Natural Beauty Roads

**City of Farmington Hills**  
**Landscape Plan Checklist**  
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- ☐ Address Natural Beauty Road right-of-way treatment where applicable.
  - ☐ Existing trees to be relocated must be planted outside of parking lot areas and cannot be proposed as required parking lot trees.
  - ☐ Continuous curbing or other suitable device shall be required around all landscaped areas where damage from vehicles is possible. Each tree planted in a parking lot island must be provided with an open area not less than 180 square feet.
  - ☐ Required landscape material shall satisfy American Association of Nurseryman standards and be:
    - a. Nursery grown.
    - b. State Department of Agriculture inspected.
    - c. No. 1 grade with straight unscarred trunk and well developed uniform crown (park grade trees will not be accepted).
    - d. Planted per City of Farmington Hills details and specifications and in accordance with City of Farmington Hills Chapter 34-553.
    - e. Guaranteed for one year.
    - f. Replacement trees shall have shade potential and other characteristics comparable to the trees proposed for removal.
  - ☐ When determining tree replacement, existing trees within ten (10') feet of the building envelope will require replacement.
  - ☐ Refer to Article XXII, Section 34-553 and 34-554 and 34-559 of the Farmington Hills Zoning Ordinance for further guidelines concerning plant spacing, suggested plant material, bufferyard requirements, parking lot trees and walls, berms and tree protection.
- C.** Submit 6 (six) sealed Landscape Plans to the Planning Office. Landscape Plans should be submitted after Site Plan approval. There is a two-week review period. When all requirements of the Zoning Ordinance have been met, the Planning Commission will place the plans on the next available Planning Commission agenda for review and approval.
- D.** Fees:  
See fee schedule (available upon request from the Planning Office).