

**Application for Site Plan Approval**

ITEM NO: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIVED/CHECKED BY PLANNING: \_\_\_\_\_

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

*Petitions must be filed with the Planning Office by 3:30 p.m. on either:*

*\*Option one: 1st day of the month to be pre reviewed (then revise, to re submit on the 18<sup>th</sup>)*

*\*Option two: 18<sup>th</sup> of the month to be heard at the Regular Hearing of the following month.*

*If the 1<sup>st</sup> or 18<sup>th</sup> falls on a weekend or holiday, plans must be submitted by 12:00 noon on the following business day.*

**REQUIREMENTS FOR APPLICATION SUBMITTAL**

- Eight (8) copies of Site and Landscape Plan, all plans must be folded 8 ½" X 11" letter size – architects seal up.
- Eight (8) copies of lighting plan of all proposed lighting, if part of the development, (Section 34-5.16)
- One (1) electronic copy sent by email to: [ckettler@fhgov.com](mailto:ckettler@fhgov.com).
- Fifteen (15) reduced copies of Site and Landscape Plan (11" x 17").
- Proof of Ownership: Title Insurance; Purchase Agreement; Names of Principal Owners involved in any Corporation, Partnership, etc.
- Hazardous Substances Form completed.
- Tree Survey (Section 34-5.18) Three (3) copies Tree Survey; plus (2) copies superimposed.

**Required Tree Survey Fee** .....# of Trees: 6" or Larger: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
(5 or fewer = \$320; 6-50 = \$580; 101-200 = \$750; 201-500 = \$1040; over 500 = \$1,200)

**Required Site Plan Fee:**  
Base \$1,500.00 + (Engineering included) + (Acreage Fee \$150.00 x acre or part of, \_\_\_\_\_) Fee: \_\_\_\_\_

**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: \_\_\_\_\_

Applicants interest in property (if other than the owner).  
\_\_\_\_\_

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

ACTION BY PLANNING COMMISSION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_