PROJECT DEVELOPMENT AND SITE PLAN GUIDE

INTRODUCTION

The City of Farmington Hills has a variety of zoning districts within which the use of land is regulated by the City Zoning Ordinance. These regulations are developed in accordance with a master plan designed to promote the health, safety and general welfare of the public and protect the character, natural resources, and property values of Farmington Hills. In order to ensure development meets all applicable Zoning Ordinance requirements, plans must be submitted and approved by the Farmington Hills Planning Commission and in some instances, the City Council. The purpose of this guide is to assist property owners and developers in understanding the process and requirements for obtaining the necessary project approvals.

PROJECT APPROVAL PROCESS

STEP 1: **Site Plan (and Open Space Plan, if necessary) Review and Approval by the Planning Commission and City Council (if required).**

STEP 2: **Landscape Plan Review and Approval by the Planning Commission. (To be submitted at same time as the Site Plan)**

STEP 3: **Engineering Plan Review – (must be in conformance with the approved site plan and landscape plan).**

STEP 4: **Building Permit application and Construction Plan Review.**

STEP 5: **Tree Permit Application and Approval.**

STEP 6: **Building Permit Issued.**

STEP: 1 – SITE PLAN AND LANDSCAPE PLAN SUBMISSION, REVIEW AND APPROVAL

The applicant should obtain a copy of the Site Plan application, Fee Schedule, Schedule of Regulations (Zoning Ordinance) and all Design Standards from the Department of Planning and Community Development or the City's Web site (www.fhgov.com). The applicant should also contact the Engineering Division for a copy of the Farmington Hills Site Engineering Design Standards. These documents contain all the necessary information for designing a site plan and putting together a site plan submission package.

The submission package must be received at the Planning Office by 3:30 P.M. on the 1st day of the month to be pre reviewed and revisions submitted no later than the 18th of the month in order to be placed the following months Planning Commission agenda. In the case of the 18th of the month falling on a Saturday or Sunday, the package can be submitted by Noon the following Monday.
First submittal on the 18th can be done if directed by the City Planner.

Proponents are urged to submit their application prior to the 1st. This provides an opportunity to bring in any documents which may have been inadvertently forgotten or correct any errors or omissions on the plans when they are submitted.

Prior to submitting a package, applicants are encouraged to meet with the Engineering Division, Planning Office, and Fire Department to discuss their project. All of the items listed in the submission package below must be submitted together as a package. If any portion is missing, the Planning Office may reject the submission package.

Submission Package

1. **Completely fill out the application. This includes the site characteristics, property ownership, and applicant information. This information must be typed or printed in ink.**

2. **Completely fill out the Hazardous Substance Reporting Form. If you have any questions regarding completion of the form, please contact the Fire Marshal at 248/871-2820.**

3. **A Tree Protection Affidavit must be completely filled out and submitted if regulated trees (six inches in diameter at breast height) are not present on or near the property. See Section 34-5.18 of the Zoning Ordinance for a detailed description of the Tree Protection Ordinance.**

4. **Proof of Ownership for the property – i.e., Title Insurance or a Purchase Agreement. If the property is owned by a corporation or partnership, the names of the principal owners must be submitted. <u>The owner of record must sign the application.</u>**

5. **Plan submittal:**

A. **Eight (8) copies of the sealed site plan folded 8 ½"x 11" and sealed by a registered planner, architect, landscape architect or engineer licensed to practice in the state.**

Landscape Plan, see Step #2.
If a Landscape plan is needed, Planning Commission will review the landscape plan at the same time as the site plan.

Eight (8) copies of lighting plan. Whenever the installation or modification of outdoor lighting is part of a development that requires site plan approval, the approving body shall review and approve all proposed lighting as part of its site plan approval process and all lighting shall be subject to the provisions of Ordinance Section 34-5.16.2.

A site plan is defined as a map or drawing of the entire lot or parcel of land upon which the building or structure is to be constructed and shall include the following:

A scale of not less than one (1") inch equals fifty (50') feet if the subject property is less than twenty-five (25) acres, and one (1") inch equals one hundred (100') feet if twenty-five (25) acres or more;

Date, north arrow and scale;

The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;

The location of all existing and proposed structures on the subject property and all existing structures within fifty (50) feet of the subject property;

The location of all existing and proposed drives and parking areas with proposed and existing striping indicated;

The location and right-of-way widths of all abutting streets and alleys and the location of driveways or intersecting streets within one hundred (100') feet of the zoning lot on either side of the abutting street;

The location and detail of lighting structures, if applicable;

The proposed location and dimensions of any pedestrian sidewalks;

Existing ground elevations on the site on an appropriate grid or by contours, including existing ground elevations on adjacent land within fifty (50') feet of the subject property and existing building, drive and/or parking lot elevations and elevations of any adjacent unusual surface conditions;

A preliminary grading plan in detail, sufficient to determine whether or not extensive grading of the site is proposed and to enable the building height to be determined. Spot grades are sufficient but should include locations near the major corners of the buildings. First floor elevations and rooftop elevations should be indicated. If the proposed building height is to be within five (5') of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided;

The location of proposed fire hydrants with reasonable access thereto for fire fighting, police and other emergency equipment;

The names and addresses of the architect, planner, designer, engineer, and other persons responsible for the preparation of the site plan;

A location map showing relation to major cross streets;

The legal description of the parcel;

Any other provision required under Chapter 34 of the City Code.

The placement of all freestanding signs must be in accordance with Section 34-5.5 of the Zoning Ordinance (signs). Signs should be integrated into the site plan design, however, they should <u>not</u> be shown on the site plan (exception below). Signs require a separate permit, and are available from the Building Division at 248-871-2450 for more information (or, again, check the city's website). A sign plan, however, <u>is required</u> for <u>ALL</u> PUD Plan applications.

B. **Three (3) copies of the tree survey (if required by Ordinance) with the seal or signature of both a registered land surveyor and a registered landscape architect or arborist. These plans must include all information required by ordinance.**

C. **Two (2) sealed copies of the tree survey superimposed on the site plan. These plans must include the disposition of each tree and statement of tree protection.**

D. **Fifteen (15) copies of the site plan reduced to 11"x 17".**

E. **Copies of building elevations and floor plans may be required by the Zoning Ordinance. If required, submit three (3) copies.**

F. **Landscape plans may also be required – please refer to Step 2.**

1. Fees:

All fees must be paid at the time plans are submitted. Fees are outlined in the Fee Schedule and can be obtained from the Planning Office or on the City's website (www.fhgov.com). You should always retain your receipts for review fees that have been paid.

2. If open space plans are required please refer to Step #2.

Review

The Submission Package is forwarded to the City Engineering Division, the Fire Marshal and the City's Planning Consultant. Their reviews are forwarded to the Planning Office, generally, one (1) week prior to the meeting. Copies of those reviews are sent to the applicant whose name appears on the application. The applicant should be prepared to address any problems or deficiencies identified in the review letters at the Planning Commission meeting. Please note that revised plans cannot be submitted prior to the scheduled meeting due to inadequate time to review the plans.

If there are numerous deficiencies identified in the review letters, the applicant may wish to request adjournment of the application from the scheduled meeting to make the necessary corrections. Revised plans could be submitted by the 18th of the month to be heard at the following month's meeting. Adjournments must be requested in writing.

STEP 2: - LANDSCAPE PLAN/OPEN SPACE PLAN, REVIEW AND APPROVAL

Landscape Plans are required as stated in the Zoning Ordinance, Section 34-5.14 and must be submitted after site plan approval.

Eight (8) copies of the plan and fifteen (15) reduce copies (11 x 17), sealed by a registered landscape architect, and must be submitted to the Planning Office the same time as the Site Plan is submitted with the required review fee. With the Site Plan these plans are forwarded to the Engineering Division and the Planning Consultant for review. If their review identifies any problems with the plan, the review letters will be forwarded to the applicant so the necessary corrections can be made and revised plans can be submitted. When plans have been submitted which meet all Zoning Ordinance and engineering standards, the plan will be scheduled on the next available Planning Commission agenda. The applicant will be required to attend the Planning Commission meeting to answer any questions. Permits will not be issued until the landscape plan is approved.

Open space plans are required for all Cluster Site Plans and Open Space Plats/Plans and must be submitted with the submission package. Six (6) copies of the open space plan and fifteen (15) reduce copies (11 x 17), sealed by a registered landscape architect, must be submitted to the Planning Office and will require review and approval by the Planning Commission and City Council.

STEP 3: - ENGINEERING PLAN REVIEW AND APPROVAL

The site plan approval process includes a preliminary engineering review, however, final site engineering drawings must be submitted to the Engineering Division for review and approval after site plan approval. Applicants should contact the Engineering Division to determine what needs to be submitted at 248-871-2560.

STEP 4: - BUILDING CONSTRUCTION REVIEW AND PERMIT

The applicant should contact the Building Division at 248-871-2450 to determine the submission requirements for a building permit. The permit application will be forwarded to the Planning Office for approval following verification of site plan, landscape plan, and site engineering approvals.

STEP 5: - TREE PERMIT APPLICATION

If a tree permit is required by Ordinance, a tree permit application must be filled out and submitted to the Planning Office with a $60.00 fee, at the time a building permit application is submitted. Please remember that all required wooden snow fencing must be installed per Ordinance requirements prior to submitting the tree permit application. The building permit will not be issued until a tree permit has been approved.

STEP 6: - BUILDING PERMIT APPLICATION AND ISSUANCE

Once all the required plans and permits have been approved by the appropriate authority, a Building Permit Application can be obtained from the Building Division.

THINGS TO REMEMBER WHEN APPLYING FOR SITE PLAN APPROVAL

1. **The submission package must be submitted to the Planning Office by the 1st or 18th of the month, see Step #1. The Planning Office is open Monday thru Friday from 8:30 A.M. to 4:30 P.M.**

2. **All plans must be submitted in accordance with this document and all applicable ordinance requirements.**

3. **A complete submission package must be submitted in order to be accepted.**

4. **The required seals must be on all plans including two (2) seals on the tree survey and superimposed tree survey.**

5. **Review the Zoning Ordinance thoroughly to make sure all requirements are included on the plan and that adequate information is supplied (i.e., parking calculations, building height, parking lot trees identified on the site plan, spot grades, walls, dumpster, loading, etc.).**

DESIGN PRINCIPLES AVAILABLE

The following design principles and Landscape/Open Space Plan checklist are available upon request from the Planning Office or on the city's website (www.fhgov.com).

- **Parking Lot Landscape Guidelines – This provides suggested planting locations for required plants in and around parking lots.**

- **Landscape/Open Space Plan checklist - All requirements are listed in the Zoning Ordinance, however, this checklist offers further suggestions and reiterates notes that must be included on the plan.**

- **RC Zoning District Berm Alternative Design Principles – Under Section 34-3.7 of the Ordinance, a marginal access road may be required. The principles provide guidelines for landscape development in the area adjacent to the access road.**

- **Berm Planting and Design Plan – General Design Principles – These are applicable to any required or proposed berm.**

- **OS-3 District – Landscape Design Principles – Since this zoning district is specifically designed to retain existing natural features, these principles are to be used as a guide in preparing plans for landscape development.**

- **Bufferyard Design Principles – this provides calculations for determining the required landscape treatment between multiple family buildings and residential property lines.**

- **Landscape Design Principles for Densely Wooded Areas (Woodlot Design Principles) – This provides alternative calculations for required tree replacement.**

- **Tree Survey and Superimposed Tree Survey checklist – All requirements are listed in the Zoning Ordinance, however, this checklist offers further suggestions and reiterates notes that must be included on the plan.**

- **Landscape Design Principles for Storm Water Detention Basins – This provides guidelines for all detention basin development.**

SITE PLAN APPROVAL REQUIREMENTS

	PLANNING COMMISSION		CITY COUNCIL	
	REGULAR HEARING	PUBLIC HEARING	REGULAR MEETING	PUBLIC HEARING
Cluster Option Qualification		✓		
Cluster Site Plan/Open Space Plan	✓	✓		✓
Major Road Frontage Option (duplex)		✓		
Planned Residential Development Conceptual Plan	✓	✓		✓
Multi-Family Site Plans within an Approved PRD	✓		✓	
Site Plans for "Principle Uses Permitted" and "Principle Uses Permitted Subject to Special Conditions" in any Zoning District	✓			
Site Plans for "Principal Uses Permitted Subject to Special Approval" in any Zoning District.		✓		
PUD Qualification	✓			
PUD Plan Approval	✓	✓		✓
Site Plans within an Approved PUD	✓			
Plats:				
Tentative Approval	✓	✓		
Final Preliminary Plat Approval			✓	
Final Plat Approval			✓	
Site Condominium Plans:				
Tentative Approval	✓	✓		
Final Preliminary Plan Approval			✓	
Final Plan Approval			✓	