

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 1st day of the month, unless the 1st 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.****

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;
- 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):

- Sixteen (16) 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; and
- The required review fees provided in the Fee Schedule attached hereto, if applicable.

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: _____