



City of Bloomfield Hills
45 E. Long Lake Road
Bloomfield Hills, Michigan 48304-2322
Phone (248) 644-1520 Fax (248)644-4813
www.bloomfieldhillsmi.net

Planning Commission

Accessory Structures/ Fences in Front Yards Application

1. Identification

Project Name _____
Applicant Name _____
Address _____
City/State/Zip _____
Phone (____) _____ Fax (____) _____
Email Address _____
Interest in the Property (e.g. fee simple, land option, etc.) _____

Property Owner (if other than applicant) _____
Address _____
City/State/Zip _____
Phone (____) _____ Fax (____) _____
Email Address _____

2. Property Information

Property Street Address _____
Permanent Parcel Number _____
Legal Description of Property

Zoning District _____
Area _____ Width _____ Depth _____
Current Use(s) _____
Zoning District of Adjacent Properties to the:
North _____ South _____ East _____ West _____



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3. Application Procedure. The completed application, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:

NOTE: Partial sets will not be accepted for submittal.

- Plot Plan.** A completed plot plan in accordance with Section Sec. 24-259 of the City of Bloomfield Hills Zoning Ordinance, as specified above for proposed development.
- Application Form and Fees.** A completed application form and an application fee are required with the initial submittal. (Application Fee - \$500.00, Basic Escrow Deposit - \$750.00. Escrow is subject to increase depending on complexity of the project.)
- Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, i.e., copy of deed. (A copy of the tax bill is **not** sufficient proof of ownership.)
- Response to Criteria.** A completed written response to the review criteria referenced and described in Sections 4 or 5 of this application.
- Copies.** At the time of initial submittal four (4) folded copies of Plans that comply with the above criteria to the City Clerk twenty-one (21) days prior to the Planning Commission meeting. At the time of final submittal, fifteen (15) sets of 11" x 17" plans are required.
- CD.** Electronic versions of the overall site plan, building elevation drawings, landscape plan, and any other applicable sheets of the submittal shall be provided in PDF format on a CD.

I, _____ (applicant),
do hereby swear that the information given herein is true and correct.

Signature of Applicant	Date	Printed Name of Applicant
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Signature of Property Owner (if different)	Date	Printed Name of Property Owner (if different)
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I, _____ (property owner), hereby give permission for City of Bloomfield Hills officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

Accessory Structures/Fences in Front Yards Applicatio

FOR CITY USE ONLY: Application No. _____	
Applicant Name: _____	
Received By: _____	
Date: _____	Time: _____



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4. Type of Request. Please check the type of request you are applying for. If you are uncertain which request you are applying for, contact LSL Planning, the City’s Planning Consultant.

Request Type (place a checkmark by all applicable requests)		Complete Additional Application Section
<input type="checkbox"/>	Accessory Structure	5.
<input type="checkbox"/>	Fence (when located within a front or side yard)	6.

Please describe your request, in general:

5. Accessory Structures. The completed submittal for the construction of an accessory structure, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:

- a. **Design and Construction.** All accessory structures must comply with Section 24-229 of the City of Bloomfield Hills Zoning Ordinance. Recreational structures to be located within the front or side yard in a one-family dwelling district must also comply with Section 24-211(10) of the City of Bloomfield Hills Zoning Ordinance.
- b. **Review Criteria.** Accessory structures have specific review criteria based on the type of structure, as defined above. Refer to Section 24-229 and/or Section 24-211 of the City of Bloomfield Hills Zoning Ordinance for review criteria specific to your project.



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- 6. Fences.** The completed submittal for the construction of a fence, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:
- a. **Design and Construction.** All fences constructed in residential districts must comply with Section 24-242 of the City of Bloomfield Hills Zoning Ordinance.
 - b. **Review Criteria.** The planning commission shall not approve the erection of any fence in the front or side yard of any lot in any residential district unless all of the following requirements are met:
 1. The size, height, design and location of the fence does not create a traffic or pedestrian hazard.
 2. The size, height, location and nature of the fence shall be such that it does not discourage the development of adjacent land or impair the value thereof.
 3. The size, height and location of the fence shall be such that it does not interfere with an adequate supply of light and air to adjacent and surrounding property and shall not increase the danger of fire.
 4. The size, height and location of the fence does not in any way endanger the public safety.
 5. The size, location, height, design and materials of the fence are such that they are esthetically in harmony with both the property on which it is located as well as surrounding properties.
- 7. Plot Plan.** Applicants for both accessory structures and fences within the front or side yard shall be required to submit the following materials with the application to the planning commission:
- a. A property line survey map of the lot or parcel in question, prepared by a registered land surveyor. The drawing shall be prepared at an appropriate engineer's scale, such as 1 inch equals 50 feet, and shall include:
 1. Topography shall be superimposed on the property line map drawn with contour interval of not greater than 2 feet.
 2. All existing building and structure outlines shall be superimposed on the drawing showing the topography.
 3. The proposed plan shall be superimposed on a print containing all data required above.
 4. No part of the structure, except fencing and ancillary appurtenance of the principal use, shall be more than 1 foot above ground.
 - b. The plan shall show all proposed grading and shall include complete details of the proposed improvement.