



**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](http://www.bloomfieldhillsmi.net)

## Planning Commission

# Accessory Structures, Fences / Walls / Piers in Front/Side Yards, and Gate 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.**

- Application Form and Fees.** A completed application form, completed checklist and an application fee are required with the initial submittal. (Application Fee - \$500.00, Initial Escrow Deposit - \$5,000.00 for residential projects and \$10,000.00 for commercial projects. Escrow is subject to increase depending on complexity of the project. Escrow establishment form must be signed and submitted with escrow deposit.)
- 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 5 or 6 of this application.
- Copies.** At the time of initial submittal, a complete electronic file of the site plan, landscape plan, elevation drawings, color renderings, completed checklist and application documents must be emailed to [building@bloomfieldhillsmi.net](mailto:building@bloomfieldhillsmi.net). When the application is approved to be placed on an agenda, staff will make contact to request the plan sets for the board and commission members.

NOTE: Submittal on or before the deadline for any given board or commission meeting does not guarantee your petition will be on that agenda. Staff will contact the applicant and property owner when the petition will be set for a hearing date.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property Owner (if different)

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.



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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 the City's Planning Consultant.

Request Type (place a checkmark by all applicable requests)		Complete Additional Application Section
	Accessory Structure	5.
	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.**

**Site 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.



## CITY OF BLOOMFIELD HILLS

### \*PROPERTY OWNER ESCROW ACCOUNT ESTABLISHMENT\*

Property Location: \_\_\_\_\_ Date: \_\_\_\_\_

The City has established an ordinance requiring the payment of monies to reimburse the City for review expenses. Person(s) making application for reviews, approvals or other beneficial grants from the City are required to establish an escrow account to defray the costs and expenses of the City for reviews reasonably required to respond to such applications.

The City incurs considerable expenses for planning, engineering and legal reviews, and, consistent with the policy of the City, as established in the ordinance to secure payment for such reviews from the persons or entities seeking the special and singular benefit therefrom.

A single fee, adopted by resolution, shall be deposited and shall be used to defray the expenses with respect to all consultant reviews. In the event the fee is depleted due to the on-going nature of the project, additional fees shall be required in order to proceed with further reviews. In the event that the project is finalized and review fees have not been depleted, the remaining fees will be returned to the applicant in accordance with the provisions of Sections 2-601 and 2-602 of the Ordinance Code.

The following fees have been set by the City Commission and must be paid at time of application to the City:

- \$10,000.00 – Commercial projects
- \$5,000.00 – Residential projects

By signing below you hereby grant the establishment of an escrow account for the project for which you or an authorized agent are applying for. You further agree to the above terms regarding the established fees and procedures for incurring additional fees and the refund of any remaining fees upon approved completion of the project.

Failure to maintain adequate fees in this account shall place your project “on hold” until the required fees have been successfully added to your account.

The City prefers the escrow account fee be paid by the property owner as there will be several separate companies and or parties involved with the project. By having the property owner establish this account the City is able to use current software and accounting practices to monitor the account for debits and credits for invoices received by the City for your project.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Printed Name)

Present Address (if different from above): \_\_\_\_\_

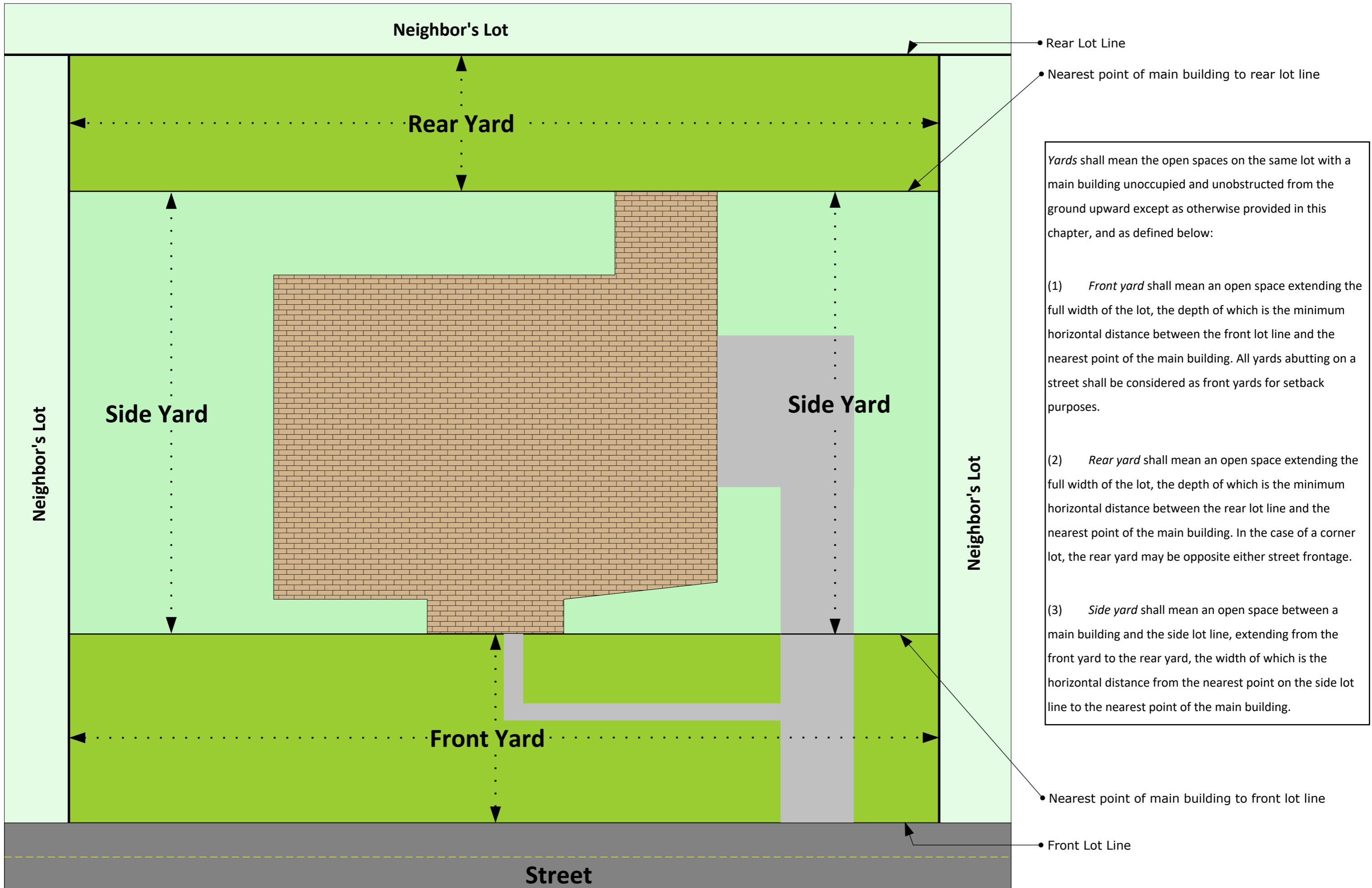
Check Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash Amount: \$ \_\_\_\_\_

## ACCESSORY STRUCTURE / FENCE / GATE CHECKLIST

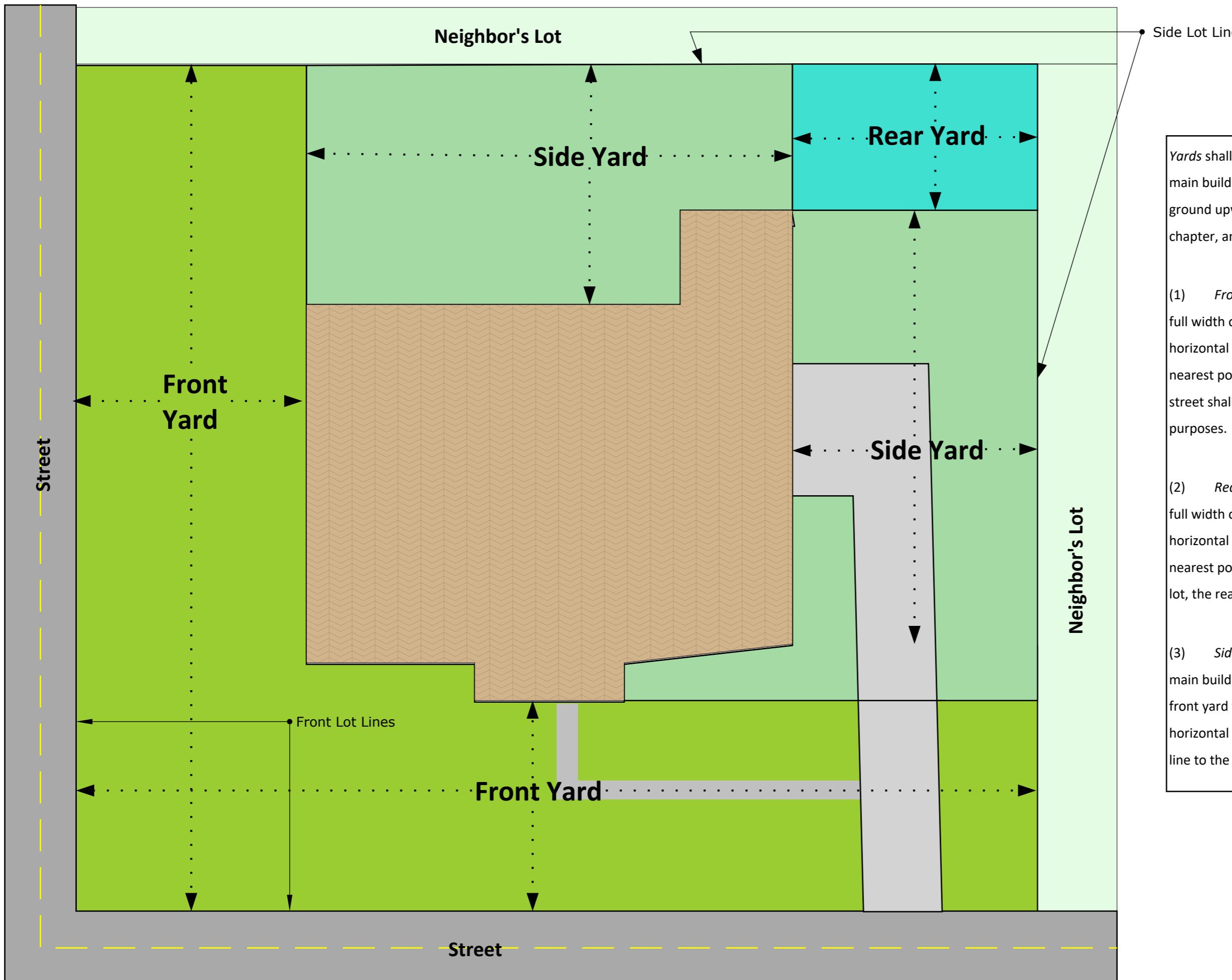
### Information included in the materials for Planning Commission Review

- Site Plan
- Full Size Plans
  - If deemed required due to difficulty in reading smaller sized plans
- Gate Material
- Gate Distance from Road Right of way
- Gate Dimensions
- Turnaround outside of the gate, on the subject property, outside of the right of way
- Landscape Open Space Calculation
- Color Rendering
- Fence Detail
- Existing Site Conditions noted
- Proposed Improvements noted
- Aerial Site Photo
- Yard Definitions
- Setbacks
- Landscape Plan
- Building Materials
- Engineering
  - Utilities
  - Grading
    - Grading color graphic if requesting a variance
  - Drainage

## Guide for Application of Section 24-3; Yards - Interior Lot



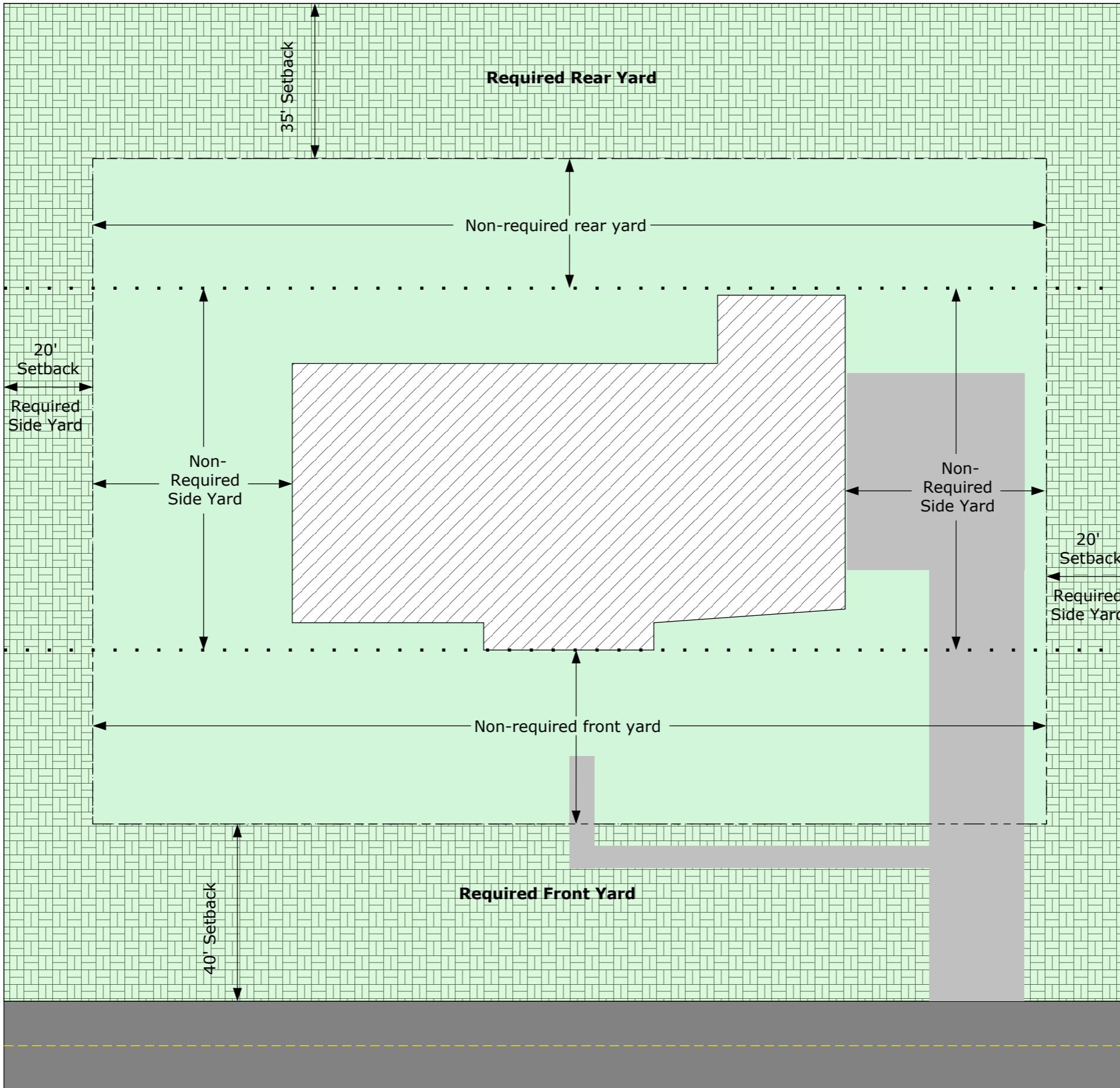
## Guide for Application of Section 24-3; Yards - Corner Lot



Yards shall mean the open spaces on the same lot with a main building unoccupied and unobstructed from the ground upward except as otherwise provided in this chapter, and as defined below:

- (1) *Front yard* shall mean an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the main building. All yards abutting on a street shall be considered as front yards for setback purposes.
- (2) *Rear yard* shall mean an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the main building. In the case of a corner lot, the rear yard may be opposite either street frontage.
- (3) *Side yard* shall mean an open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point on the side lot line to the nearest point of the main building.

## Guide for Application of Section 24-3 & 24-196; Required vs. non-required yards - Interior Lot (A-4 District)





## 24-235 - Landscaped Open Space

All of the information below shall be provided and shown on the site plan, landscape plan, or be submitted as a separate sheet within the submittal package. All of the information below is required at the time of submittal for an application to be considered complete. Incomplete applications will not be accepted or reviewed. See the graphic on the following page for specific instructions on how the information must be displayed for the application to be considered complete.

Area (SF = square feet)	Existing SF	%	Change SF	Proposed SF	%
Total Lot area	0				100%
<b>Impervious Surface*</b>					
Home <sub>1</sub>		0.00%			0.00%
Driveway <sub>2</sub>		0.00%			0.00%
Patios <sub>3</sub>		0.00%			0.00%
Accessory buildings <sub>4</sub>		0.00%			0.00%
Accessory structures <sub>5</sub>		0.00%			0.00%
Other <sub>6</sub>		0.00%			0.00%
Total impervious		0.00%			0.00%
<b>Exempt Areas*</b>					
Driveway Allowance <sub>7</sub>					
Walkway allowance <sub>8</sub>					
Total exemption					
Total Landscaped Open Space*	0	100.00%	0.00%	0	100.00%

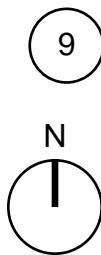
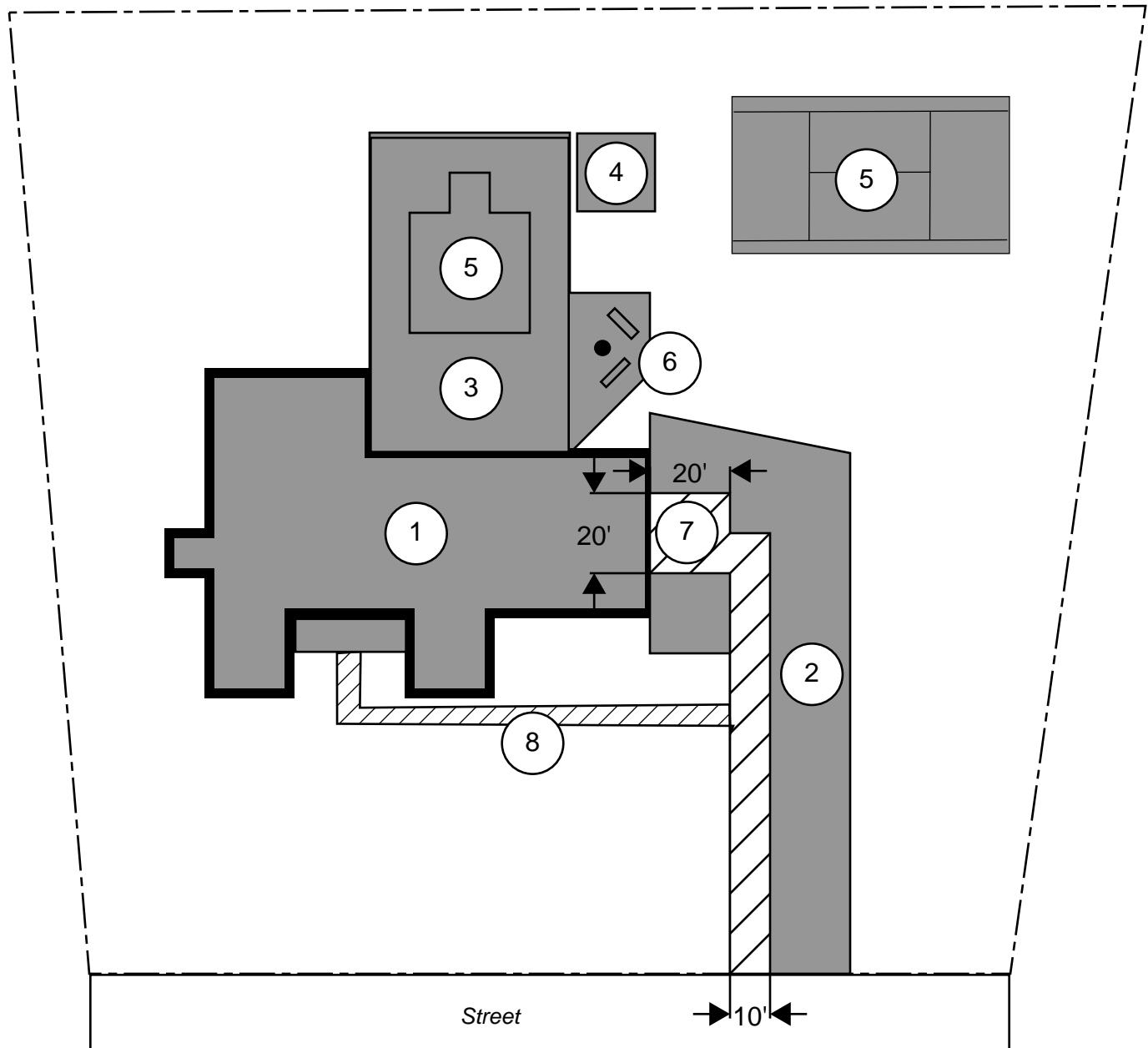
**The open space diagram should contain the information below. Please refer to the next page for a sample diagram.**

1. Includes home, covered porches and attached garages
2. Entire driveway area
3. All patio areas
4. All detached buildings such as sheds, garages and pool houses
5. All pools, sports courts, etc.
6. Any other impervious surfaces, such as fire pits
7. Permitted as a 10' wide path, the shortest distance from the ROW to the garage, with a 20' x 20' area in front of the garage (see graphic on back of page)
8. Includes only necessary sidewalks from driveways to the home, as determined by the City's building official or planning consultant
9. North arrow
10. Scale
11. Key
12. Page landscape open space plan is found on

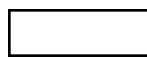


# Open Space Diagram

(not to scale)



10 20 40



Open Space



Impervious surface



Exempt areas

Please indicate  
what page the  
landscape open  
diagram can be  
found on:  
\_\_\_\_\_