



**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**

**Grading Plan Appeal  
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 \_\_\_\_\_



## 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)

- 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.



## City of Bloomfield Hills

45 E. Long Lake Road Bloomfield Hills, Michigan 48304-2322 Phone (248) 644-1520 Fax (248) 644-4813 [www.bloomfeildhillsmi.net](http://www.bloomfeildhillsmi.net)

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 Engineering Consultant.

Request Type (place a checkmark by all applicable requests)	
<input type="checkbox"/>	Cuts or fills in excess of two (2') feet
<input type="checkbox"/>	Retaining walls greater than three (3') feet in height
<input type="checkbox"/>	Structure finished floor elevation not within two (2') feet of the existing structure or grade, or is not the average of the immediate adjacent structures
<input type="checkbox"/>	Other

Please describe your request, in general:

---

---

---

---

---

---

---

5. **Grading Plan Appeal.** The applicant must provide written responses to demonstrate why the exception(s) are needed and why they could not be accomplished in accordance with Ordinance requirements. Specifically address the following points:

- a. Explain why granting your grading exception would not be materially detrimental to other property owners in the vicinity:

---

---

---



**City of Bloomfield Hills**

45 E. Long Lake Road Bloomfield Hills, Michigan 48304-2322 Phone (248) 644-1520 Fax (248) 644-4813 [www.bloomfeildhillsmi.net](http://www.bloomfeildhillsmi.net)

- b. What are the unusual conditions applying to your specific property that do not apply generally to other properties in the city, which make your exception necessary:

---

---

---

---

- c. Explain why the strict application of the provisions of the grading ordinance would cause undue and unnecessary hardship to you and your property because of the unique or unusual conditions and the granting of the grading permit will not be contrary to the general objectives of the grading ordinance:

---

---

---

---



C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

## GRADING ORDINANCE CHECKLIST

Please address the following items with an "x" to indicate compliance.

Applications for New Construction, Additions, Accessory Structures, Landscaping Walls and Patios, and Retaining Walls must provide a grading plan and provide a completed grading ordinance checklist at the time of application.

### 1. Grading Plan with Building Permit Application: PRE-CONSTRUCTION

#### Ordinance Section 7.5-2 - General grading requirements

- ☐ Improvements should fit existing site conditions.
- ☐ Grade changes should be limited to two (2') feet.
- ☐ Drainage properly discharged offsite.
- ☐ Upstream drainage not restricted.
- ☐ Drains without standing water. (unless specifically designed for detention/retention)
- ☐ Proposed grading meets abutting property lines elevations.
- ☐ Sump pumps, roof conductors, gutters, and downspouts discharge to established water course or to storm drain. *If established water course or storm drain not available, may discharge onto ground no closer than 25 feet from the nearest property line. Existing drainage lines that connect to the sanitary sewer must be disconnected. Downspouts cannot connect to footing drains or sump pump system*
- ☐ Side yard swales must be at least one and one-half (1½') feet below adjacent building.
- ☐ Rear-to-front drainage may drain the lot in question when rear yard drainage is not practical.
- ☐ Retaining walls shall be no higher than three (3') feet.
- ☐ Patios shall be a minimum of (6") inches higher than surrounding grades.
- ☐ Easements shall be provided and existing easements shown over existing and proposed public utilities, roads, or drainage courses.
- ☐ Properties served by on-site septic system are required to connect to sanitary sewer if available.

#### Ordinance Section 7.5-3 - Specifications of grading plans

- ☐ The plan shall be submitted on 24" x 36" sheet paper
- ☐ All construction documents should be submitted in sets of 4.
- ☐ Use a scale of not less than one inch equals fifty feet (1"=50'). The scale of one (1) inch equals twenty feet (1"=20') is preferred.



C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

- ☐ Plans must be drawn to scale
- ☐ Show the date, north arrow, scale and location map shown.
- ☐ List the name, address and telephone number of the owner and the engineer.
  
- ☐ Specify the bench mark description and location used for the development on United States Geological Survey (USGS) datum.
- ☐ Provide the legal description of the property and include a statement affirming that the property has been surveyed and the boundary corners of the property have been located and marked.
- ☐ Show the dimensions of all property lines.
- ☐ Show the location and widths of right-of-way of all abutting streets and any driveway locations abutting the street.
- ☐ Properly show and label all required zoning setbacks.
- ☐ Provide the location of all existing and proposed structures on the subject property and all existing structures within (50') feet of the subject property with tie dimensions.
- ☐ Provide the location and elevation of all existing and proposed driveways, parking areas, fences, landscape walls, retaining walls, pools, patios, decks, wetlands, ponds, streams, woodlots, floodplains, sidewalks, signs, lighting, and easements on the property.
- ☐ Note existing features to be removed or demolished.
- ☐ Show the existing and proposed ground elevations to the nearest tenth of a foot on a twenty-five foot by 25 ft. grid or by contours at one-foot intervals, including surrounding properties within 50' of subject property. *Mass grading of site is not permitted. Limited to area necessary for construction of structure and related utility and drainage improvements.*
- ☐ Provide the elevation data, to the tenth of a foot, for the proposed structure. *Finished floor elevation for new structure set within two (2') feet of finished floor elevation for existing structure. Finished floor elevation of new structure not to exceed average finished floor elevation from adjacent homes except when highest/lowest house on street.*
- ☐ Provide the Finished floor, finished grade, brick ledge, basement floor, and garage elevations for the existing structure.
- ☐ Show the brick ledge elevations around proposed structure.
- ☐ Detail the proposed method of drainage shown for property. *Elevations shall be shown for swales and size, length, slope, inverts, and elevations provided for storm sewer.*
- ☐ Show the direction of overland yard drainage indicated with arrows.



C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

- ☐ Show the location, top and bottom grades, and detail of any existing and proposed retaining or landscape walls.
- ☐ Provide volumetric calculations shown for any required detention or retention.
- ☐ Show the location and size for all utility (water, sanitary, sump pump, and downspouts). *Include the location, size, and material and the location of any gas, electric, cable, telephone, etc. on the property.*
- ☐ Show the location, type, and provisions for the installation and maintenance of the on-site soil erosion control measures.

## 2. Foundation Certificate: During Construction

### Ordinance Section 7.5-4 - Foundation Certificate

- ☐ After placement of the foundation and prior to backfilling, a written certification from a licensed, registered surveyor or engineer, shall be submitted to the City. The foundation certification should include a general statement certifying that the first floor, basement floor, walkout, garage floor, and brick ledge elevations and horizontal placement of the foundation are properly set and conform to the approved grading plan.

## 3. As-Built Plans: Upon Completion of Construction

### Ordinance Section 7.5-6 - Final grading approval

- ☐ As-built plans shall be submitted to the City prior to request for a final grading inspection. The as-built grading plan shall include all information as required for grading plan approval as noted above.

Upon completion of the work in accordance with the approved grading plan, the owner or developer shall request a final approval of the site. *City Ordinance requires that the final grading plan be approved before a Certificate of Occupancy may be issued.*



C

To be completed by City:

Job Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

City of Bloomfield Hills 45 E. Long Lake Rd. Bloomfield Hills, MI 48304 Phone (248) 644-1520

I certify the above is complete and accurate and I understand it is the policy of the City of Bloomfield Hills that incomplete applications shall not be accepted.

Architect or Engineer Signature \_\_\_\_\_ Date \_\_\_\_\_

Architect or Engineer Name (Printed) \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_

Applicant Email \_\_\_\_\_

Job Address \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner Email \_\_\_\_\_



## 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: \$ \_\_\_\_\_



## 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%

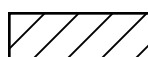
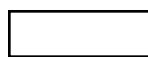
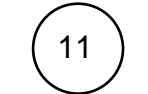
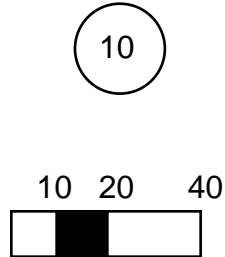
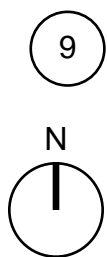
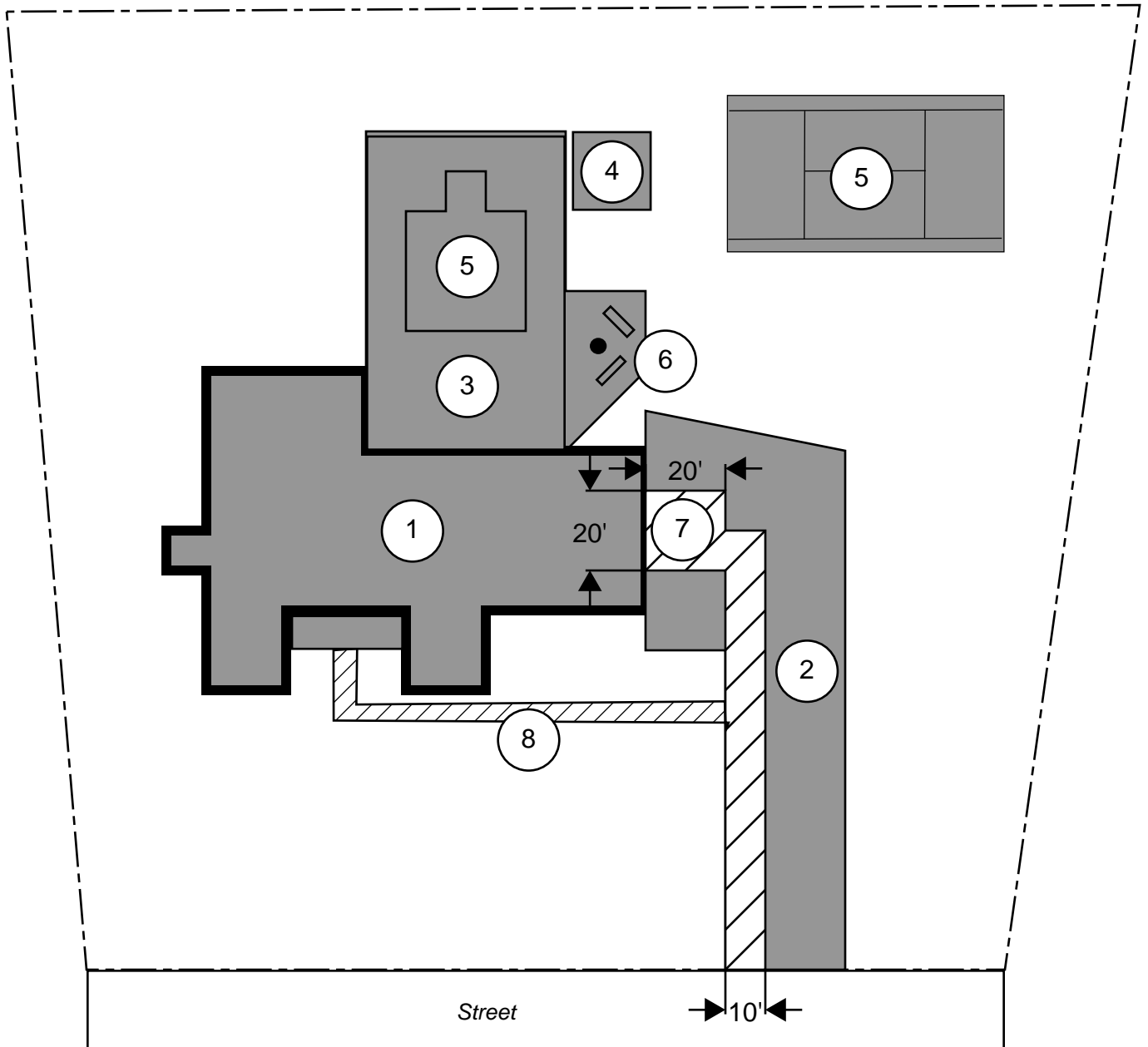
The open space diagram should contain the information below. Please refer to the next page for a sample diagram.

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)



Open Space

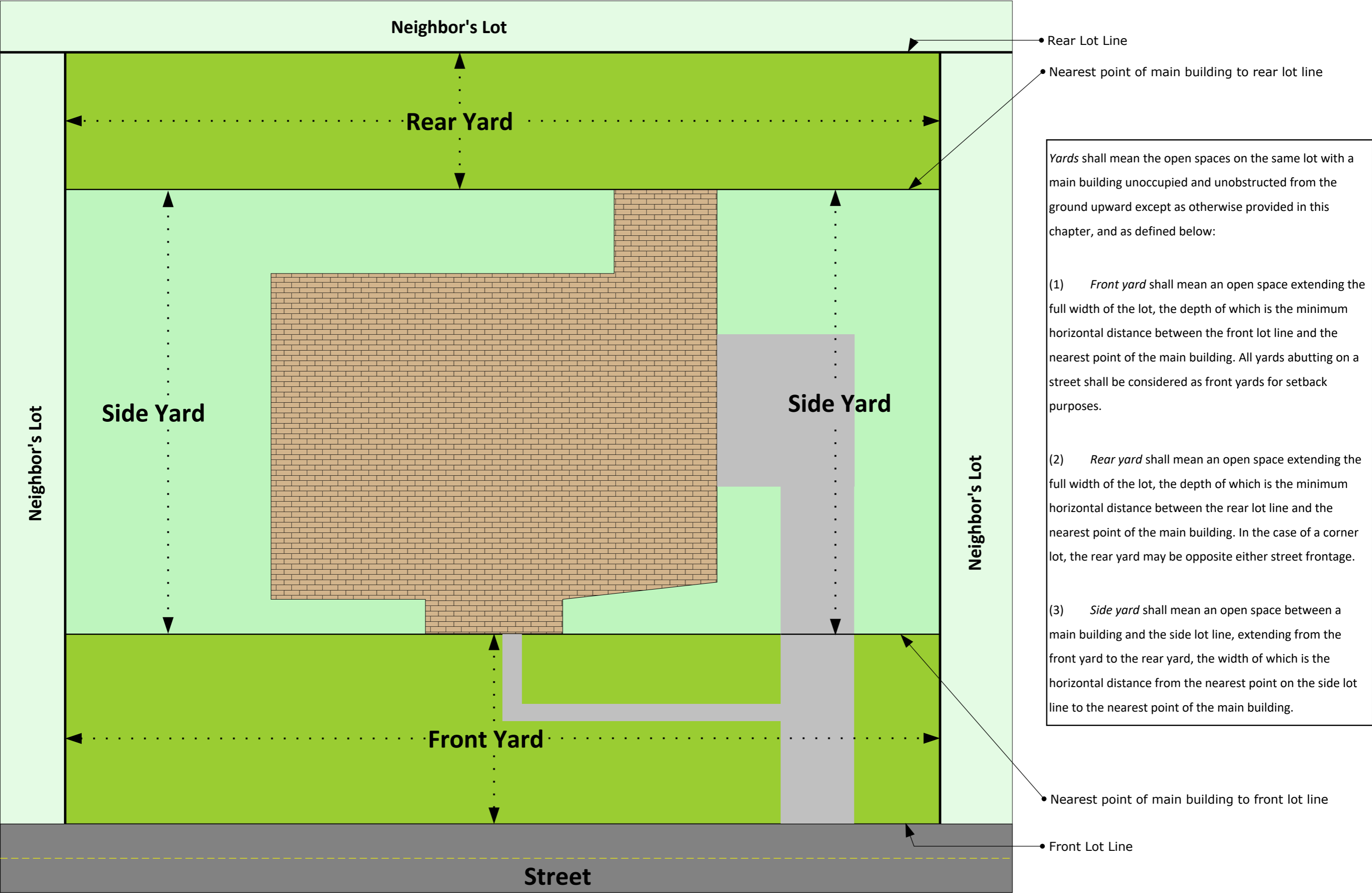
Impervious surface

Exempt areas

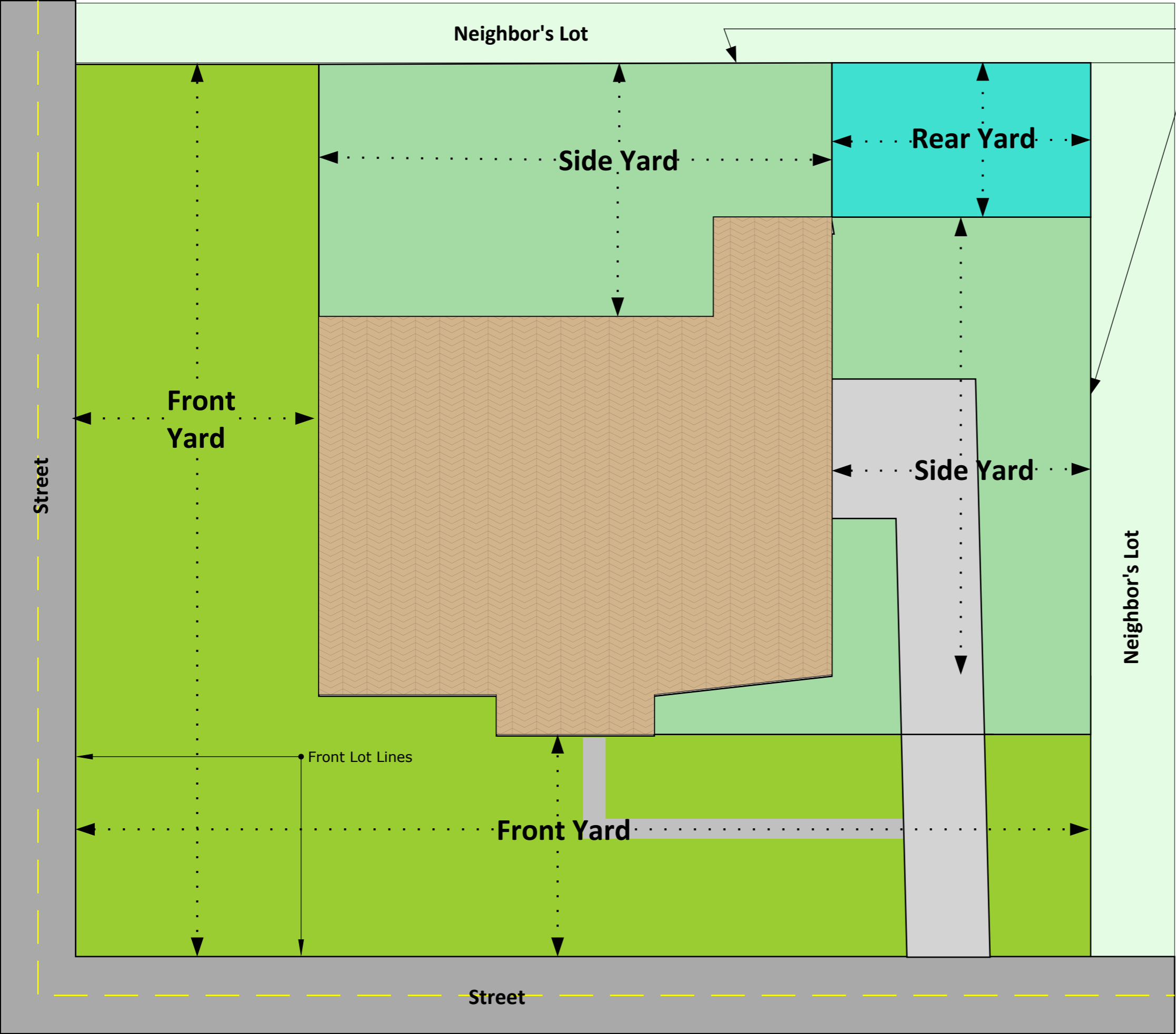
Please indicate what page the landscape open diagram can be found on:

\_\_\_\_\_

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



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



Side Lot Lines

*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)

