



*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

# Natural Features 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
	<b>Wetlands Preservation</b>	5.
	<b>Natural Features Setback</b>	6.
	<b>Floodplain Regulations</b>	7.

Please describe your request, in general:

**5. Wetlands Preservation.** The completed submittal for the development of a property within a regulated wetland shall be in accordance with the following information:

a. **Defined.** A wetland is a land characterized by the presence of water or a frequency and duration sufficient to support and that under normal circumstances does support wetland vegetation or aquatic life and is commonly referred to as a bog, swamp or marsh. A wetland must be 2 acres, or more, in size, including the area of any contiguous inland lake, pond, river or stream. If the land area is less than 2 acres in size, it may nonetheless be considered a wetland if it is determined that the protection of the area is essential to the preservation of the natural resources of the state from pollution, impairment, or destruction and the owner of the property has been so notified.



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- b. **Applicability.** All activity within a wetland must comply with Chapter 25 Wetlands Preservation of the City of Bloomfield Hills Code of Ordinances.
- c. **Permit.** An application for a City permit must be completed in accordance with Chapter 25 Wetlands Preservation of the City of Bloomfield Hills Code of Ordinances. A site plan must be submitted as part of the permit. Issuance of a City permit shall not relieve a property owner from obtaining a permit from the Michigan Department of Environmental Quality and/or from the Army Corps of Engineers or other agency, if required.
- d. **Review Criteria.** In arriving at a determination with respect to the issuance of a permit under this chapter, the city manager or the city manager's and/or the wetlands commission shall take into consideration at least the following standards and criteria:
  1. A permit shall be issued only if the proposed project or activity is clearly in the public interest, and is otherwise lawful in all respects.
  2. In determining whether the activity is in the public interest, the benefit which would reasonably be expected to accrue from the proposal shall be balanced against the reasonably foreseeable detriments of the activity, taking into consideration the local, state and national concern for the protection and preservation of natural resources from pollution, impairment and/or destruction. If, as a result of such a balancing, there remains a debatable question whether the proposed project and/or activity is clearly in the public interest, a permit shall not be issued. The following general criteria shall be applied in undertaking this balancing test:
    - (a) The relative extent of the public and private need for the proposed activity.
    - (b) The availability of feasible and prudent alternative locations and methods to accomplish the expected benefits from the activity.
    - (c) The extent and permanence of the beneficial or detrimental effects which the proposed activity may have on the public and private use to which the area is suited, including the benefits the wetland provides.
    - (d) The probable impact of the proposal in relation to the cumulative effect created by other existing and anticipated activities in the watershed.
    - (e) The probable impact on recognized historic, cultural, scenic, ecological, or recreational values and on the public health or fish or wildlife.
    - (f) The size and quality of the wetland being considered.
    - (g) The amount and quality of remaining wetland in the area.
    - (h) Proximity to any waterway.
    - (i) Economic value, both public and private, of the proposed land change to the general area.
    - (j) The necessity for the proposed project.
  3. A permit shall not be issued unless it is shown that:
    - (a) An unreasonable disruption of aquatic resources will not result;
    - (b) The proposed activity is primarily dependent upon being located in the wetland; and
    - (c) A feasible and prudent alternative does not exist.
  4. The manner in which the activity is proposed to be undertaken will result in the minimum negative impact upon the wetland and attendant natural resources under all of the circumstances.



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### 6. Natural Features Setback.

The completed submittal for the development of a property with natural features shall be in accordance with the following information:

- a. **Defined.** The natural feature setback shall be an area or feature with boundaries and limitations determined in accordance with the standards and provisions in this section in relation to respective types of natural features (a wetland as defined in the city wetlands ordinance, and shall mean a watercourse, including a lake, pond, river, stream, or creek).
- b. **Applicability.** The natural features setback applies during the review of plans submitted for authorization to develop property or otherwise undertake an operation in or on, or adjacent to, a natural feature. All activity within the natural features setback must comply with Section 24-249 of the City of Bloomfield Hills Zoning Ordinance.
- c. **Setbacks.** Unless otherwise determined by the City, a 25 foot setback is required from the boundary or edge of a wetland, or from the ordinary high water mark of a watercourse.
- d. **Review Criteria.** The planning commission may permit construction or operations that are in the public interest within the natural features setback in accordance with the following criteria:
  1. The relative extent of the public and private need for the proposed activity.
  2. The availability of feasible and prudent alternative locations and methods to accomplish the expected benefits from the activity.
  3. The extent and permanence of the beneficial or detrimental effects which the proposed activity may have on the public and private use to which the area is suited, including the benefits the natural feature and/or natural feature setback provides.
  4. The probable impact of the proposed construction and/or operation in relation to the cumulative effect created by other existing and anticipated activities in the natural feature to be protected.
  5. The probable impact on recognized historic, cultural, scenic, ecological, or recreational values, and on fish, wildlife and the public health.
  6. The size and quantity of the natural feature setback being considered.
  7. The amount and quantity of the remaining natural feature setback.
  8. Proximity of the proposed construction and/or operation in relation to the natural feature, taking into consideration the degree of slope, general topography in the area, soil type and the nature of the natural feature to be protected.
  9. Economic value, both public and private, of the proposed construction and/or operation, and economic value, both public and private, if the proposed construction and/or operation were not permitted.
  10. The necessity for the proposed construction and/or operation.



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**7. Floodplain Regulations.** The completed submittal for the development of a property within the floodplain shall be in accordance with the following information:

- a. **Defined.** A floodplain (*flood hazard area*) is land, which on the basis of available information, would be subject to inundation during a base flood event.
- b. **Development Regulations.** There shall be no development permitted within a floodplain area unless in accordance with Chapter 7 Floodplain Regulations of the City of Bloomfield Hills Code of Ordinances. A site plan must be submitted as part of the application.
- c. **Review Criteria.** The city commission approves applications for any development within a floodplain in accordance with Chapter 7 Floodplain Regulations of the City of Bloomfield Hills Code of Ordinances.



## 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%

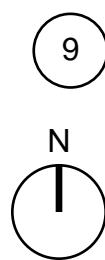
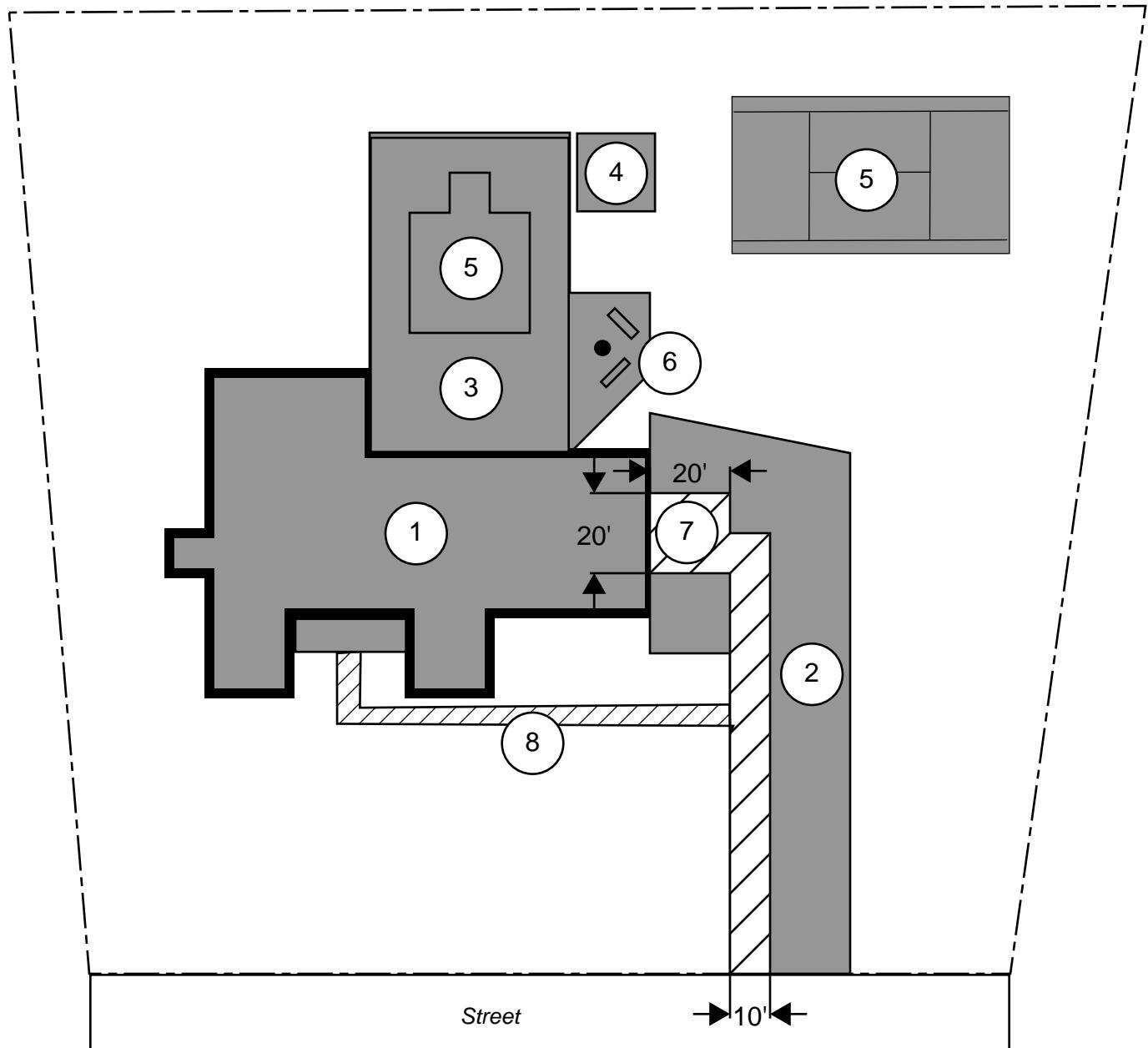
**The open space diagram should contain the information below. Please refer to the next page for a sample diagram.**

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

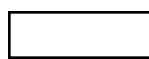


# Open Space Diagram

(not to scale)



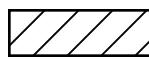
10 20 40



Open Space



Impervious surface

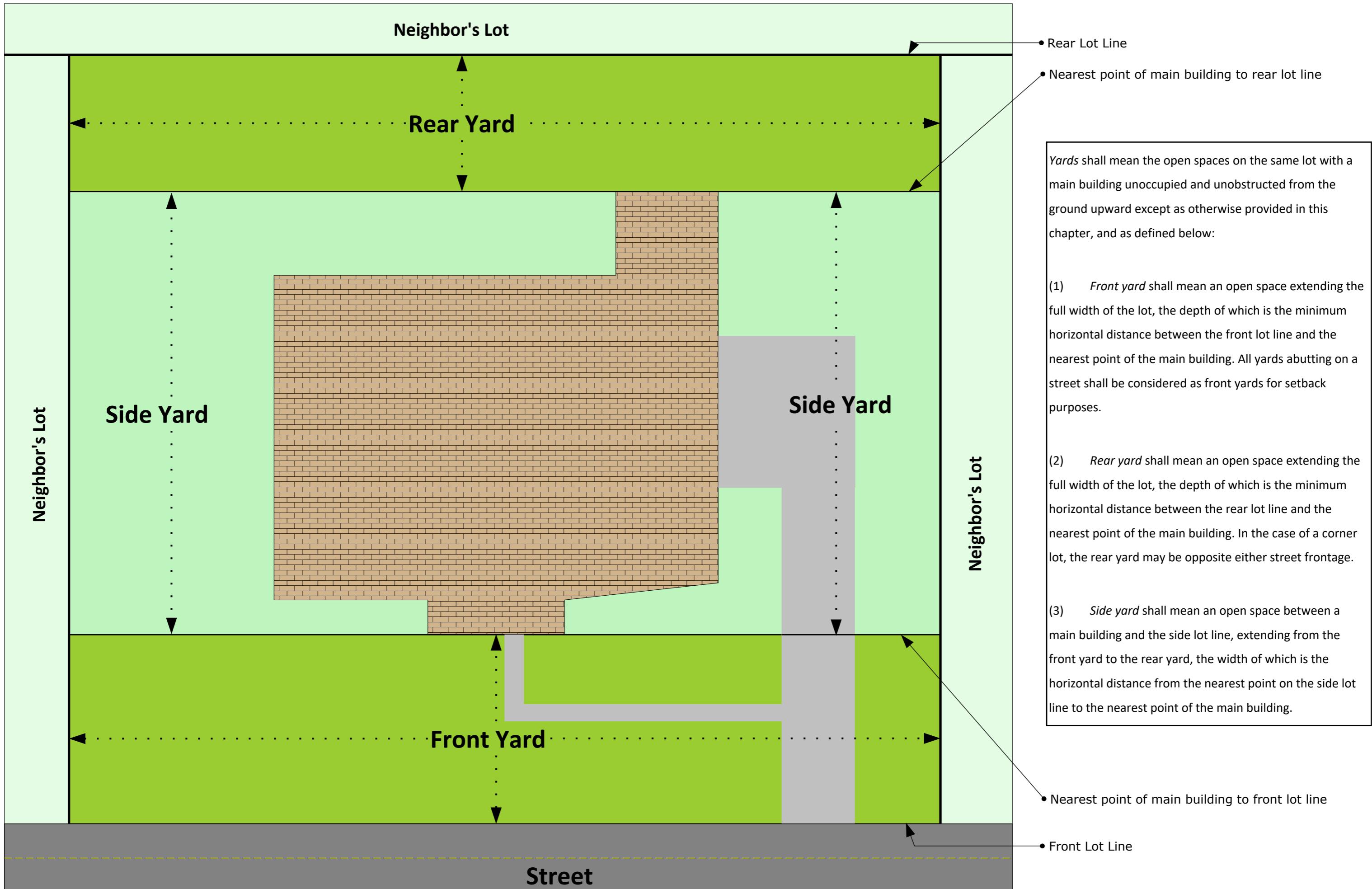


Exempt areas

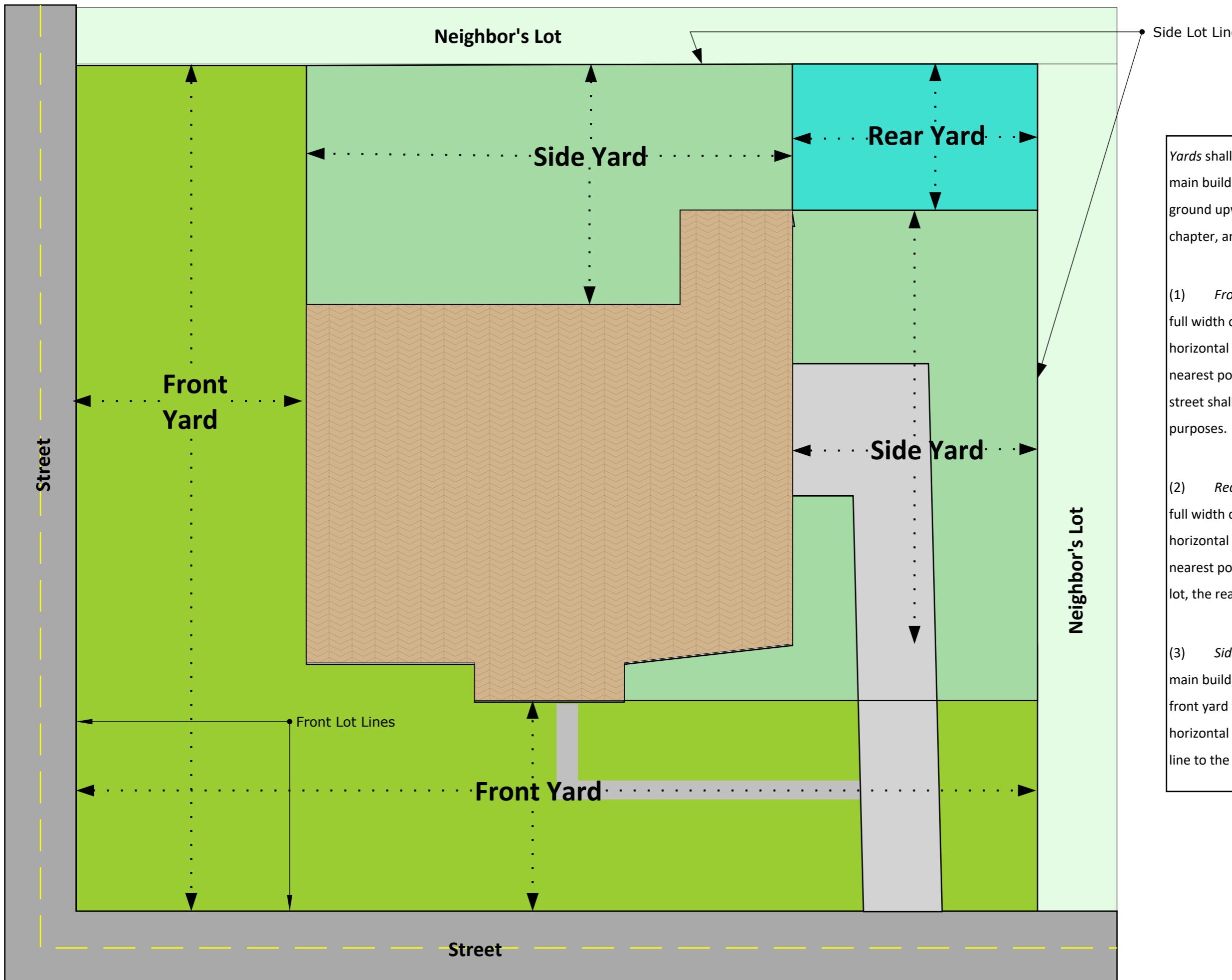
Please indicate  
what page the  
landscape open  
diagram can be  
found on:  

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## 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)

