



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

Rezoning, Zoning Ordinance & Master Plan Amendment 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. Information Required. The applicant must submit the following maps and documents with the application:

Rezoning (Amendment to the Official Zoning Map)

- The existing and proposed zoning district designation of the subject property.
- A site analysis site plan illustrating existing conditions on the site and adjacent properties; such as woodlands, wetlands, soil conditions, steep slopes, drainage patterns, views, existing buildings, any sight distance limitations and relationship to other developed sites and access points in the vicinity of the property.
- A conceptual plan demonstrating that the site could be developed with representative uses permitted in the requested zoning district meeting requirements for setbacks, wetland buffers, access spacing, any requested service drives and other site design factors.
- A written environmental assessment describing site features and anticipated impacts created by the host of uses permitted in the requested zoning districts.
- A traffic impact analysis should be provided if any use permitted in the requested zoning district could generate 100 or more peak hour directional trips, or 1,000 or more vehicle trips per day; the traffic study should contrast the daily and peak hour trip generation rates for representative use in the current and requested zoning district; the determination of representative uses shall be made by the Planning Commission with input from City staff and consultants.
- The site must be staked to clearly indicate the location of the requested rezoning. Flagged stakes shall be placed at each parcel corner.

Zoning Ordinance or Master Plan Amendment

In the case of an amendment to the Zoning Ordinance or Master Plan, other than an amendment to the official zoning map, a general description of the purpose and intent of the proposed amendment shall accompany this form.

4. Rezoning Criteria. The applicant must provide written responses to demonstrate how the proposed zoning designation will meet the following criteria in the areas provided or on a separate sheet:

- a. Consistency with the goals, policies, and Future Land Use Map of the City of Bloomfield Hills Master Plan, including any sub-area or corridor studies. If conditions have changed since the Plan was adopted, the consistency with recent developments trend in the area:



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- b. Compatibility of the site's physical, geological, hydrological and other environmental features with the potential uses allowed in the proposed zoning district:

- c. The compatibility of all the potential uses allowed in the requested district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure, and potential influence on property values:

- d. The capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety, and welfare" of the City:

- e. The apparent demand for the types of uses permitted in the requested district in the City in relation to the amount of land in the City currently zoned to accommodate the demand:

- f. Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another district or amending the list of permitted or special land uses within a district:



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5. 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.)
- 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. 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
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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.



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: \$ _____