



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

**Site Plan Review
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 site plan, 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.

- ☐ **Completed Site Plan.** A completed site plan including all elements referenced and described in section 4 of this application as required for proposed property development.
- ☐ **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

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. Site Plan Required Elements.** Consult Chapter 24 Zoning, Section 24-236.a. Site Plan Review (all districts) to determine if your project requires site plan review. The site plan for the proposed development shall include all of the following information when required (refer to Chapter 24 Zoning, Section 24-236d. and e.):

	Completed
Responsibility. A site plan may be prepared under the principal direction of a registered architect, registered civil engineer, registered community planner, registered land surveyor or registered landscape architect (licensed to practice in the state).	
Details.	
1. The site plan shall be prepared at the same scale and in the same sheet arrangement as the topographic map so as to permit ready comparison.	
2. Each sheet of the site plan shall show a north arrow and a notation of the drawing scale. The principal sheet of the plan shall show a graphic scale as well as scale in figures.	
3. The name of the proposed development and the name and address of the proprietor or responsible developer shall appear on each sheet of plan. Each sheet of plan shall bear a drawing number and date of completion.	
4. Any drawing altered after initial submission to the planning commission shall bear notations stating the date and nature of each revision.	
5. The survey dimensions of the site shall be shown on the site plan.	
6. All abutting thoroughfare and street rights-of-way with center line indicated and all existing street improvements which will be undisturbed by the site development shall be reproduced on the site plan.	
Area Map. An area map showing the site location relative to the section, major thoroughfares, public lands and abutting uses. Property lines shall be submitted in 11 copies, 1 of which shall be a reproducible transparency. The area map may be placed on a sheet of the topographic map if suitable space is available. Otherwise, the area map shall be drawn on a separate sheet either 8 ½ x11 inches or by 11 x 15 inches.	
Property Survey. There shall be supplied a property survey presented on a drawing at suitable scale, signed and sealed by a registered land surveyor with notation of the date of survey. The property survey information may be presented on the required topographic survey drawing. If no a separate drawing, the property survey shall be submitted in 11 legible copies, 1 of which shall be a clearly reproducible transparency.	



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<p>Topographic Survey. There shall be supplied a topographic map made, signed and sealed by a registered land surveyor or a civil engineer licensed to practice in the state. Accurate photogrammetric surveys made under the direction of and verified by a registered land surveyor or civil engineer and with supplemental details and data added by 1 of the foregoing will be acceptable, and shall include:</p>	
1. Scale and sheet size. The topographic survey shall be presented on plan or map drawn to a standard engineer's scale not smaller than 50 feet to 1 inch. Plan sheets shall be not larger than 30 inches by 42 inches. Additional matching sheets shall be used if the area covered at the scale used exceeds the 30 inch by 42 inch size.	
2. Datum. All elevations shall be on U.S.C. & G.S. datum.	
3. Information required. The topographic map shall be drawn true to scale throughout and shall show at least the following information:	
a. The surface configuration and elevation of the land and all abutting streets, highways and alleys.	
b. All existing structures on the site and on abutting property within such distance beyond the property lines as the topographic map is required to extend as provided in this section for various sizes and types of sites. The dimensions, type of construction and use of each structure shall be noted.	
c. All single trees having trunk diameter of 4 inches or more at 4 feet above the ground shall be shown and identified. Wooded areas shall be delineated by symbolic lines tracing the spread of outermost branches and shall be described as to the general sizes and kinds of trees contained.	
d. All watercourses including defined intermittent drainage lines shall be located and identified as to character and size.	
e. All bridges and culverts which provide passage of storm water onto or away from the site, under abutting roads, shall be shown with details of sections, length and elevation listed.	
f. All recorded easements across the site shall be shown, as shall all evidences of possible unrecorded easements such as existing roadways, pipelines, pole lines, etc.	
g. The details of improvement of abutting streets and thoroughfares shall be shown, including width and kind of surfacing, curbs, shoulders and ditches (all with all dimensions and elevations requisite to provide a clear definition of existing conditions). Trees or planting within street or highway right-of-way shall be shown.	
h. All existing roadways or driveways entering abutting streets or thoroughfares from the site, or from adjoining land within the limits of survey overlaps hereinafter listed, and all streets, roadways or driveways entering the opposite sides of abutting streets or highways within the same limits, shall be delineated on the map.	
i. The use of properties on the opposite side of abutting streets or thoroughfares, and of all properties abutting the site shall be noted on the map.	



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- j. Where abutting thoroughfares have been officially designated for eventual widening, the existing center line and the proposed future right-of-way line shall be shown.

- k. All existing utilities including storm and sanitary sewers, water mains, gas mains, electric and telephone lines, located in streets, alleys or easements abutting the site shall be identified and shown in their true locations and the locations dimensioned in relation to right-of-way or easement lines. All visible utility structures, including manholes, wells, shut-off boxes and catch basins shall be shown in their true locations. Field measured elevations of flow lines of storm and sanitary sewers shall be shown. Known proposed utility lines shall also be shown and identified.

4. Extent of topographic survey and map; details of representations of land configuration. The extent and type of topographic survey and map shall be as follows:

- a. For a site of not more than 3 acres, excluding the existing right-of-way of any undedicated thoroughfare and the declared future right-of-way of any existing thoroughfare, the survey and map shall extend to a distance of at least 15 feet beyond the lines between the site and abutting properties and shall cover abutting streets or thoroughfares to distances not less than 30 feet beyond the limits of the site.
- b. For a site of more than 3 acres and not more than 10 acres excluding the existing right-of-way of any undedicated thoroughfare and the declared future right-of-way of any existing thoroughfare, the survey and the map shall be extended at least 40 feet beyond the lines of abutting properties and shall cover abutting streets or thoroughfares to distances of not less than 100 feet beyond the limits of the site.
- c. For a site of more than 10 acres, the survey and map shall be extended at least 100 feet beyond the lines of abutting properties and shall cover abutting streets or thoroughfares to a distance of not less than 200 feet.
- d. Surface configuration of the surveyed area shall be shown by contours which shall be at elevation intervals as follows:

Rate of Slope of Surface	Maximum Contour Interval
Up to 3 feet in 100 feet	1 foot
Between 3 feet and 20 feet in 100 feet	2 feet
Greater than 20 feet in 100 feet	5 feet

Contour elevations shall be identified at sufficiently frequent intervals to make the map readily comprehensible. At each of the listed contour intervals, every fifth contour shall be accepted. Elevation in figures shall be noted at highest points within hilltop contours, at lowest points within depression contours and at control points between equal contours denoting saddle formation. Within street and thoroughfare rights-of-way, contours shall be supplemented by noting in figures the elevation of all controlling points.



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General Details. The following data, where applicable, shall be presented with each site plan:	
1. A statement of land area, in acres, and each land type, including:	
a. Total area of site in question.	
b. Area in existing and proposed public or dedicated private streets in each land use type.	
c. Total area failing within subaqueous, swampy or submerged bottom land of lakes or streams.	
2. A statement of density projected for the site including the number of total rooms and/or dwelling units projected for the site eligible for computation of density.	
3. A statement, with all computations included, indicating usable area for the computation of off-street parking needs, and the proposed number of spaces provided. The parking layout shall be fully dimensioned.	
4. On a separate sheet, the following details shall be superimposed on the site plan:	
a. Finished elevations of grading and paving shall be calculated and shown on the plan.	
b. The storm drainage system shall be shown in specific location on the plan, with catch basins, manholes and deflection points in ditches (if any) positioned by dimension. Controlling flow line elevations shall be shown.	
c. On-site sanitary sewers, if any, shall be shown in specific location on the plan, with manholes and building sewer connection locations positioned by dimensions. Controlling flow line elevations shall be shown.	
5. Structure dimensions and locations.	
a. Each structure shall be completely dimensioned in plan or alternatively if the structure outline involves many offsets, the preliminary plan may show a rectilinear envelope within which the structure will be totally contained. If the latter alternative is adopted, spacing between envelopes, property boundaries, roadways and other features shall be not less than the minimum spacing for structures in the same circumstances.	
b. The location and orientation of each structure (or structure envelope) shall be positively fixed on the plan by dimensions and directions.	
6. Off-street parking layouts, landscape plans and wall details shall be fully dimensioned and specified in detail so as to meet the requirements of those sections of this chapter pertaining to the related facilities and improvements.	
Additional Requirements. A preliminary site plan shall present the proposed development to at least meet the minimum requirements set forth in this chapter: Section 24-196, Schedule of Regulations; Article IV, General Provisions, and Article III, General Exceptions. The sections applying to all site plans would include, but are not limited to:	
1. Section 24-196 (including footnotes), Height, bulk, density;	
2. Section 24-211(7), General exceptions, Rooftop equipment;	
3. Section 24-230, Parking Requirements;	



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4. Section 24-231, Off-street parking space layout;	
5. Section 24-233, Plant materials;	
6. Section 24-235, Landscaped open space.	
(1) A preliminary plan may be approved by the planning commission without having the following material finalized:	
a. Landscape plan;	
b. Floor plan;	
c. Grading plan.	
A statement must be furnished on the preliminary plan by the sponsor of the project indicating that the final plan will meet the requirements of this chapter.	
(2) The final plan shall show all details and requirements of this chapter prior to final approval. Conditional approval shall not be permitted in the final plan stage	



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: \$ _____

SITE PLAN REVIEW CHECKLIST

Information included in the materials for Planning Commission Review

- ☐ Complete Site Plan Review Application
 - ☐ Elevations
 - ☐ Color Renderings from all street views
- ☐ Planning Commission Subcommittee Review
- ☐ Open Space / Lot Coverage
- ☐ Maximum Floor Area Ratio
- ☐ Setbacks
- ☐ Building Height
- ☐ Parking Study
- ☐ Lighting Study
- ☐ Landscape Plan / Tree Removal
- ☐ Site Signage
- ☐ Rooftop Equipment Screening
- ☐ Trash Enclosure
- ☐ Design Standards Review
- ☐ Building Materials
- ☐ Engineering
 - ☐ Utilities
 - ☐ Grading
 - ☐ Drainage
- ☐ Fire Marshall Review



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%
Impervious Surface*					
Home ₁		0.00%			0.00%
Driveway ₂		0.00%			0.00%
Patios ₃		0.00%			0.00%
Accessory buildings ₄		0.00%			0.00%
Accessory structures ₅		0.00%			0.00%
Other ₆		0.00%			0.00%
Total impervious		0.00%			0.00%
Exempt Areas*					
Driveway Allowance ₇					
Walkway allowance ₈					
Total exemption					
Total Landscaped Open Space*	0	100.00%	0.00%	0	100.00%

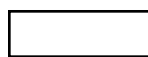
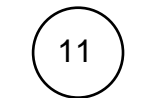
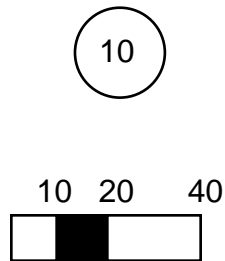
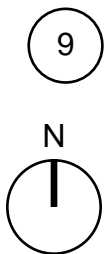
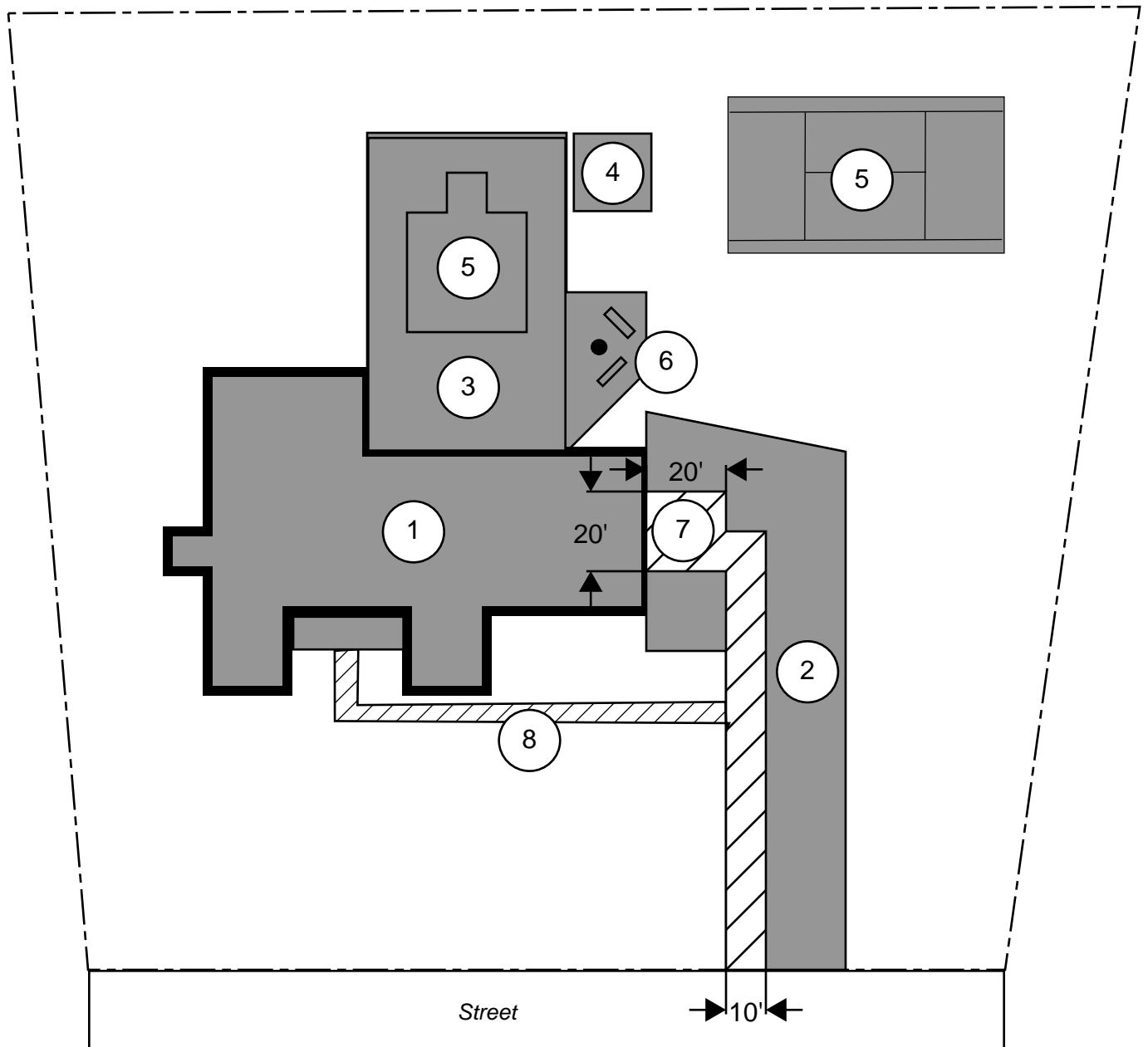
The open space diagram should contain the information below. Please refer to the next page for a sample diagram.

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

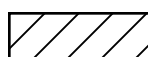
(not to scale)



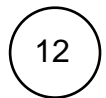
Open Space



Impervious surface

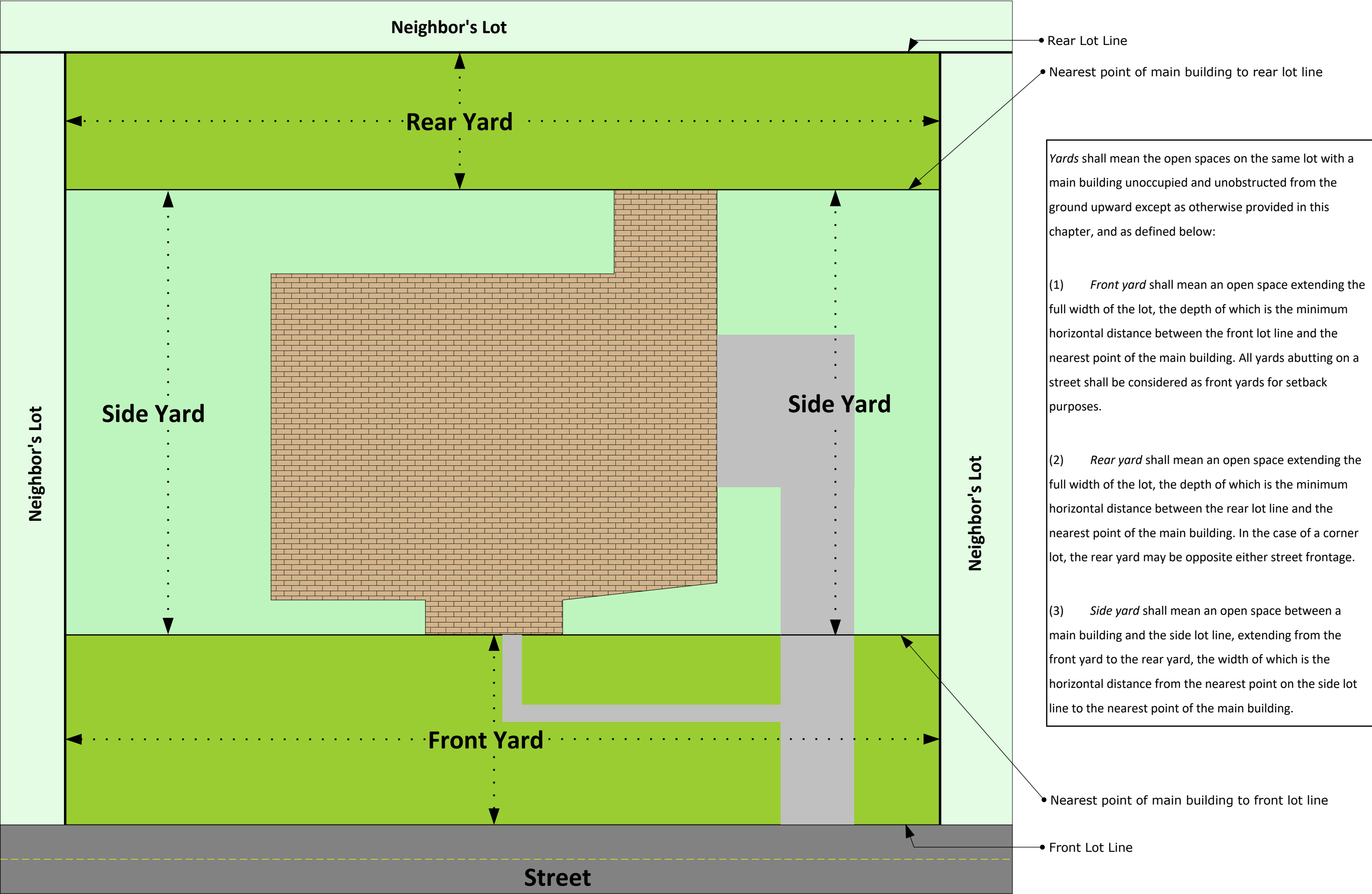


Exempt areas

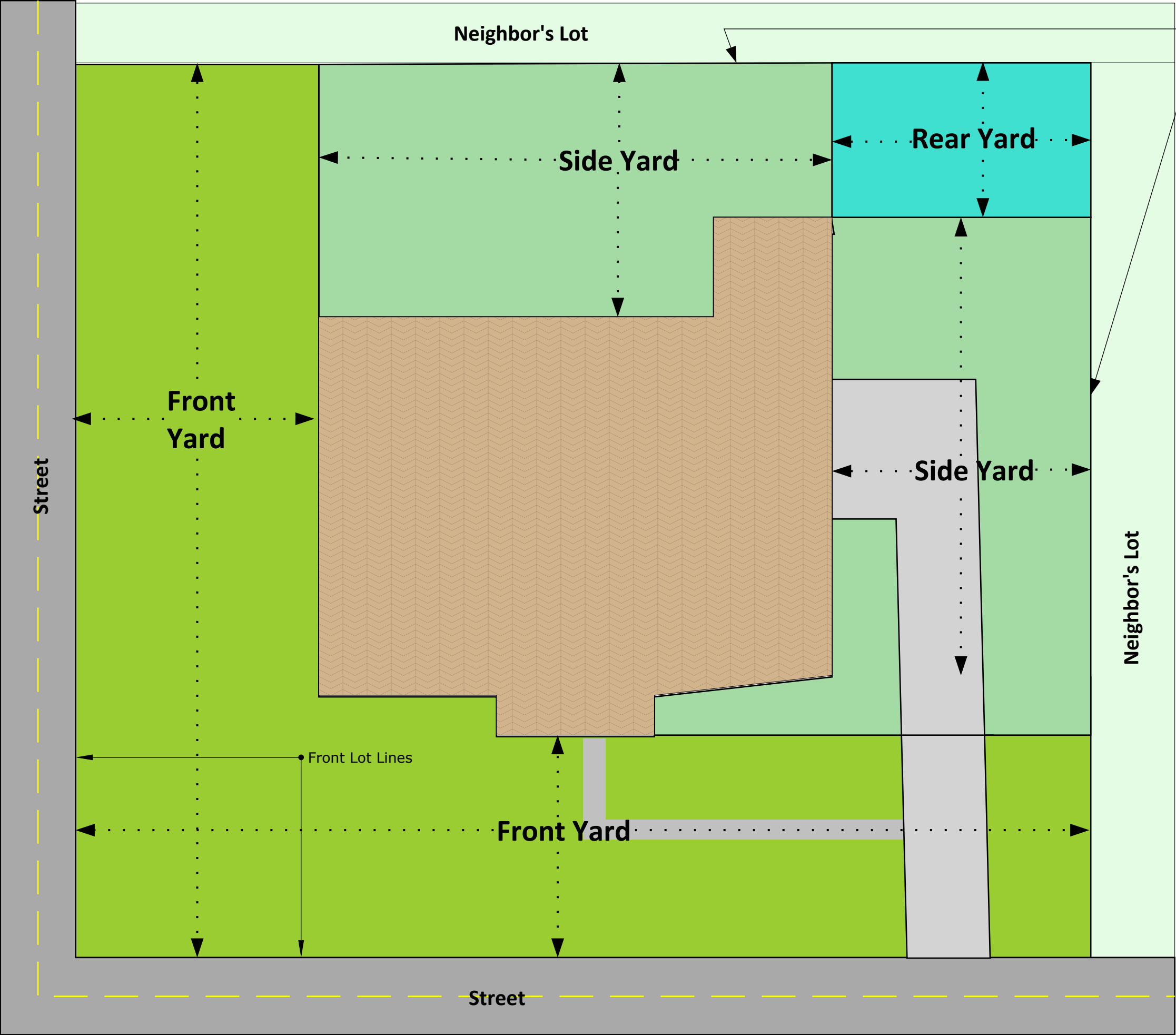


Please indicate what page the landscape open diagram can be found on:

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



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



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)

