



**RoyalOak
COMMUNITY
DEVELOPMENT**

Planning Division
203 S. Troy St., Royal Oak, MI 48067
248.246.3280 | www.romi.gov

CASE NUMBER (For Staff Use Only)		
PC –		ZBA –
<input type="checkbox"/> Site Plan	<input type="checkbox"/> w/ Optional Public Hearing	<input type="checkbox"/> Dimensional Variance
<input type="checkbox"/> Special Land Use Permit		<input type="checkbox"/> Use Variance
<input type="checkbox"/> Rezoning / Text Amendment		<input type="checkbox"/> Map or Text Interpretation
<input type="checkbox"/> P.U.D.	<input type="checkbox"/> Special Redevelopment	<input type="checkbox"/> Administrative Appeal
<input type="checkbox"/> Site Condominium / Plat		<input type="checkbox"/> Reconsideration

Application for Planning Commission & Zoning Board of Appeals

Property Address & Parcel I.D. Number(s)					
	Property or Street Address				
	Parcel I.D. Number(s)				

Project Description					
	Does project involve SMD, SDD, or other liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Applicant <i>(Must have legal interest in the property)</i>	Name:				
	Firm:				
	Address:				
	City:		State:		Zip:
	Phone:		E-Mail:		
	<input type="checkbox"/> Own the property				
	<input type="checkbox"/> Lease the property If so, what is term of lease? Years: w/ option? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)				
<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)					

Primary Contact <input type="checkbox"/> Same as Applicant	Name:				
	Firm:				
	Address:				
	City:		State:		Zip:
	Phone:		E-Mail:		
	Relationship to Applicant: <i>(e.g., architect, attorney, contractor, etc.)</i>				

Property Owner <input type="checkbox"/> Same as Applicant	Name:				
	Firm:				
	Address:				
	City:		State:		Zip:
	Phone:		E-Mail:		
	Property Owner Signature <i>(if other than applicant)</i>				

Signature

X _____

Signature of Applicant

STATE OF MICHIGAN,
COUNTY OF OAKLAND ss:

On this _____ day of _____, A.D., 20____,
Before me personally appeared the above named person, who being duly sworn, says that he/she has read the foregoing application, by him/her signed and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.

X _____

Notary Public of Oakland County, Michigan

My Commission Expires: _____

Fees (see notes below)

Planning Commission

<input type="checkbox"/> Site Plan Review	\$ 500
<input type="checkbox"/> with Public Hearing (optional) *	\$ 900
<input type="checkbox"/> Special Land Use (includes Site Plan Review) *	\$ 1,500
<input type="checkbox"/> Rezoning Request *	\$ 1,000
<input type="checkbox"/> Conditional Rezoning Request *	\$ 1,500
<input type="checkbox"/> Special Redevelopment Project *	\$ 1,500
<input type="checkbox"/> Planned Unit Development	
<input type="checkbox"/> Preliminary Site Plan Review *	\$ 1,000
<input type="checkbox"/> Final Site Plan Review *	\$ 1,000
<input type="checkbox"/> City Commission Review (PUD Rezoning & Development Agreement)	\$ 2,000
<input type="checkbox"/> Site Plan / Special Land Use Renewal **	\$ 500
<input type="checkbox"/> Special Meeting Requested by Petitioner ****	\$ 500
<input type="checkbox"/> Other:	

Zoning Board of Appeals

<input type="checkbox"/> Variance (Use or Dimensional) *	\$ 700
<input type="checkbox"/> Administrative Appeal or Interpretation *	\$ 700
<input type="checkbox"/> Request for Reconsideration ***	\$ 500
<input type="checkbox"/> Special Meeting Requested by Petitioner ****	\$ 500
<input type="checkbox"/> Other:	

Notes on Fees:

Items postponed by the Planning Commission, Zoning Board of Appeals, or petitioner are subject to a new application fee or as determined by the Zoning Administrator.

* Requires public hearings and notifications to be provided. Notification will be distributed by the city pursuant to state law and local ordinance.

** Zoning Administrator may require fee to review and/or extend site plans and special land use approvals that have expired, if a site plan has been significantly modified since its approval, or if review by staff is required to ensure contingencies are consistent with approval.

*** Fee for reconsideration request only. If reconsideration is granted, a new variance application with an additional \$700 fee is required.

**** Additional fee.

Total \$

Placement on Agenda:

The non-refundable application fee should be paid to "City of Royal Oak" at the Treasurer's Office on the first floor of City Hall or by mail to 203 S. Troy St., Royal Oak, MI 48067.

In order to be considered at an upcoming meeting, this application and all required documents and materials must be submitted to the Planning Division by the established **deadline** or **"cut-off"** date for the next regular meeting of the Planning Commission and/or Zoning Board of Appeals. **SUBMITTAL BY THE "CUT-OFF" DATE DOES NOT GUARANTEE PLACEMENT ON THE AGENDA.**

The applicant or a representative must be present at ALL meetings.

For a list of the information that must accompany this application please refer to the **SITE PLAN REVIEW CHECKLIST** or **VARIANCE CHECKLIST**.

Treasurer's Office (Official Use Only):

This application is valid when signed by the cashier at the Treasurer's Office confirming payment of fee.

Application Account Number: 101.000.62901

Receipt Number:

Taxes & Water Bills:

Paid

Not Paid in Full

Amount Owed: \$ _____

Cashier's Signature:

Planning Commission – Site Plan Review Checklist

Petitioners must submit complete sets of plans and drawings including a professionally prepared site plan to be considered for placement on a Planning Commission agenda.

Complete sets of plans and drawings must include the following:

- Plans and drawings must be SEALED by a registered architect or engineer.
- Site plans must be drawn to an engineer's scale.
- Floor plans and façade elevations may be drawn to an Architect's scale.
- Name, street address, telephone number, and e-mail address of the individual or firm responsible for preparation of the plans and drawings.
- Property addresses, legal descriptions, and parcel identification numbers.
- Date, scale, and north arrow.
- Dimensions of all lot and property boundaries, showing the relationship of the subject site to abutting properties.
- Location and dimensions of all adjacent public rights-of-way, curb cuts, driveways, and pedestrian sidewalks (public and private).
- Utilities, easements, and right-of-way improvements including street lights, fire hydrants, public signage, and other streetscape improvements.
- Location and dimensions of all existing and proposed structures and additions, landscaped areas, screening walls, exterior lighting, refuse enclosures, outdoor storage or display and sales areas, driveways, parking spaces and maneuvering aisles, drive-through lanes and stacking spaces, loading and unloading spaces, and all other relevant site features.
- Contour intervals at 2 feet where applicable (if needed).
- Floor plans must identify the use of ALL floor space.
- Façade elevations must illustrate the building design including material types, colors, etc.
- Written description of the project and a business plan describing the use of the property and ALL activities to be undertaken on the premises.
- Summary table illustrating the gross and usable floor area, number of required and provided parking spaces, site area in square feet or acres, building dimensions and setbacks, open space percentage, and lot coverage percentage, all according to the Royal Oak Zoning Ordinance.
- Landscape plans shall indicate the location, type, and size of plants and vegetation and the means of irrigation.
- Master signage plans shall indicate the number, size, and location of all existing and proposed signs.

Petitioners must submit a completed application form and all required fees along with the following materials in advance of the established application deadline or "cut-off" date for a Planning Commission meeting:

FOUR (4) sets of folded & sealed plans / drawings on 2-ft by 3-ft sheets

ONE (1) electronic copy of all plans / drawings (.pdf, .jpg or .tif)

The 4 sets of plans and drawings will be reviewed by staff for compliance with the Zoning Ordinance and other codes and ordinances. Following this review, the petitioner will be notified of any necessary revisions or additions that need to be made to the plans and drawings. Once the initial review and any required revisions or additions are completed, the petitioner must submit the following materials:

FOUR (4) sets of folded & sealed plans / drawings on 2-ft by 3-ft sheets

ONE (1) electronic copy of all plans / drawings (.pdf, .jpg or .tif)

Once plans and drawings are approved by the Planning Commission they must be submitted and approved by the Building and Engineering Divisions prior to issuance of any building or right-of-way permits. All plans and drawings submitted for permits must first be approved by the Planning Division to verify compliance with the Zoning Ordinance and the approved site plan.

Copies of relevant city codes and ordinances, such as the Zoning Ordinance and Zoning Map, Sign Ordinance, and Storm Water Retention Ordinance, may be obtained from the City Clerk's office or viewed on the City's website.

Please note:

APPLICATIONS WITHOUT ELECTRONIC COPIES OF PLANS & DRAWINGS WILL NOT BE ACCEPTED.

SUBMITTAL BY THE FILING DEADLINE DOES NOT GUARANTEE PLACEMENT ON AN AGENDA.