



CITY OF MADISON HEIGHTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

MINOR SITE PLAN REVIEW APPLICATION

WHEN IS A MINOR SITE PLAN APPLICATION REQUIRED?

Refer to **Section 15.04** of the Zoning Ordinance for project types that require the submittal and approval of a Minor Site Plan application. Projects eligible for Minor Site Plan review include, but are not limited to:

- Addition/expansion of an existing structure that does not increase the gross interior or leasable floor area by more than 2,000 sq. ft. and does not increase the total by more than 20% of the existing gross floor area, and does not impact site grading, circulation, or utilities.
- Individual multiplex and townhome developments (3-4 units).
- Addition, modification, or relocation of non-residential accessory structures or structures such as dumpster enclosures.
- Minor changes to a building or site to accommodate barrier-free regulations.
- Additions, modifications, or substitutions of approved or existing landscaping or site lighting.
- Internal rearrangement of a parking lot that does not significantly change site circulation, create new parking spaces, or require the installation of new pavement or re-grading.

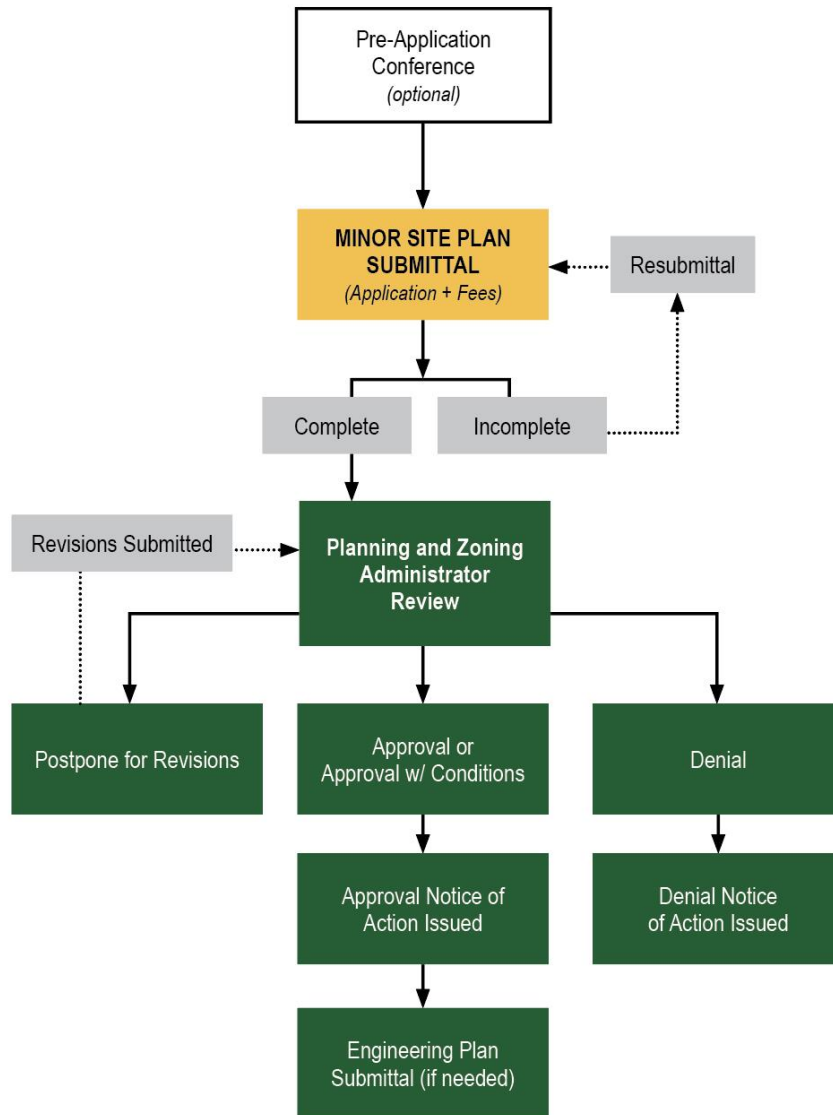
PRE-APPLICATION CONFERENCE (OPTIONAL)

At the option of the applicant, prior to the submittal of a formal minor site plan application plan, the applicant may submit a conceptual plan to the Community & Economic Development Department to be reviewed by the Planning and Zoning Administrator. The purpose of the pre-application conference is to discuss the review procedures, design elements, and ordinance requirements. At this conference, the Planning and Zoning Administrator may provide the applicant with an advisory opinion as to whether the site plan qualifies as a minor or major site plan, and whether the conceptual plan meets the standards of the Zoning Ordinance. The City's comments during a pre-application conference shall be advisory in nature only and shall not constitute approval of a site plan. An applicant may request that a pre-application conference take place at a meeting of the Technical Review Committee, upon payment of a fee established by City Council.

COMPLETE APPLICATION REQUIRED

The Minor Site Plan Review Application will not be processed by staff until it has been verified that all required information has been provided with the application. Incomplete applications may be returned. Please carefully review the Checklist included within this application to see those items that must be included with a complete application submittal.

MINOR SITE PLAN REVIEW PROCESS



REFER TO SECTION 15.04 OF THE ZONING ORDINANCE FOR FULL PROCESS, STANDARDS, AND REQUIREMENTS FOR MINOR SITE PLAN REVIEW

SUBMITTAL REQUIREMENTS

- (a) One (1) copy of the completed Minor Site Plan Application
- (b) Two (2) 11" x 17" copies of the site plan containing all of the information contained in Section 15.04 of the Zoning Ordinance. (Refer to Checklist included in this application)
- (c) One (1) copy of the site plan in digital (PDF) format.
- (d) All applicable fees as established by City Council

**Submit complete application to Community and Economic Development Department:
300 W. Thirteen Mile Road, Madison Heights, MI 48071**



CITY OF MADISON HEIGHTS
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
MINOR SITE PLAN REVIEW APPLICATION

I. APPLICANT INFORMATION

Applicant _____

Applicant Address _____

City _____ State _____ ZIP _____

Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____

Telephone Number _____ Email Address _____

II. PROPERTY INFORMATION

Property Address _____

Tax ID _____ Zoning District _____

Owner Name (if different than applicant) _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

III. CONSULTANT INFORMATION (IF APPLICABLE)

Name _____ Company _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

IV. PROJECT NAME

V. PROJECT DESCRIPTION AND SCOPE OF WORK

VI. APPLICANT CERTIFICATION

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described Site Plan. Applicant(s) and the property owner(s) do hereby consent to city staff to assess the property for purposes of evaluating the site for request action(s).

Printed Name _____ Signature _____ Date _____

VII. PROPERTY OWNER CERTIFICATION

IF YOU ARE NOT THE PROPERTY OWNER, YOU MUST HAVE THE PROPERTY OWNER PROVIDE A NOTARIZED SIGNATURE, BELOW, OR PROVIDE A NOTARIZED LETTER OF AUTHORIZATION OR NOTARIZED POWER OF ATTORNEY AUTHORIZING YOU TO ACT ON THEIR BEHALF.

Printed Name _____ Signature _____ Date _____

Notary for Property Owner:

Subscribed and sworn before me, this __ day of _____, 20__.

A Notary Public in and for _____ County, Michigan.

Notary Name (Print): _____

Notary Signature: _____

My Commission Expires: _____

Notary Stamp

STAFF USE ONLY
[DO NOT ACCEPT INCOMPLETE APPLICATIONS]

FILING FEE (\$200): _____

SITE PLAN NO.: PSPPR # _____

DATE APPLICATION RECEIVED: _____

RECEIVED BY: _____

MINOR SITE PLAN REVIEW CHECKLIST

Refer to **Section 15.04** for full Zoning Ordinance requirements for Minor Site Plans

The following information shall be required on all Minor Site Plans:

- ☐ Project address, names, north arrow, zoning designation
- ☐ Property lines and dimensions
- ☐ All existing and proposed:
 - Buildings/Building Additions (including setback and area dimensions)
 - Parking areas and drive aisles (including dimensions)
 - Driveways
 - Loading areas
 - Sidewalks
 - Rights-of-way/easements
 - Bicycle rack(s)
 - Trash receptacles/enclosures
 - Landscaping
 - Walls/fences
 - Exterior lighting
 - Stormwater facilities
 - Ground signage
- ☐ Any other items deemed necessary by the Planning and Zoning Administrator to illustrate compliance with the standards of this Zoning Ordinance.

The Planning and Zoning Administrator may waive particular minor site plan submittal items upon a determination that such items are not necessary to deem compliance with Zoning Ordinance standards.