



Alley & Street Vacation Zoning Application

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay the processing of your request. Provide digital and two (2) copies of all drawings, maps, photographs, or other special attachments are required.

APPLICANT INFORMATION

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

PROJECT ARCHITECT/ENGINEER/CONSULTANT

Name: _____

Company: _____

Position/Title: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

PROJECT INFORMATION

Address: _____

Property Tax I.D. #: _____

Current Use: _____

Proposed Use: _____

Use of Adjacent Properties: _____

Current Zoning: _____ Proposed Zoning: _____

Zoning of Adjacent Properties: _____

Total Area of Site: _____

Anticipated Construction Start Date: _____



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ALLEY & STREET VACATION PETITION

Petition To Vacate: (Name of the street within the limits of the vacation)

To The Highland Park City Council:

The owners of real property in The City of Highland Park, Mi, petition the Council to vacate the (street or alley) described above, because:

Legal Description of area to Vacate: (Print or attached full legal description of property here.)

Attached:

- An exhibit of the proposed (street or alley) vacation is attached and made a part of this petition.
- Legal Descriptions of the rights-of-way to be vacated and all abutting parcels. (Note: Updated legal descriptions for associated parcels will be required once petition is approved by Council)
- Notarized (by City Clerk) notification and response from all adjacent property owners.
- Professional Sealed survey of proposed vacation area

City of Highland Park
Community Economic Development
12050 Woodward Avenue
Highland Park, MI 48203



Contact Information
cclyburn@highlandparkmi.gov
(313) 252-0050

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We request that you have this petition filed, set a hearing date, and give notice of the time and place of the hearing as required by law. After the hearing, we request that you vacate the (street or alley) by resolution as provided by law.

(OWNER-SIGNATURE)

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public-Michigan



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General Alley & Street Vacation Procedure:

- Property Owner makes Petition to the Economic Development and Planning Department for an Alley & Street Vacation.
- The petition must be reviewed by all city departments to ensure the project will not produce unforeseen issues.
- Following review by the necessary City departments, the petition will be placed on the next available Planning Commission meeting agenda for consideration.
- Following action of The Planning Commission, the motions of the Commission shall forward the petition and all recommendations to the City Council.
- The City Council will set a public hearing date and give at least 15 days' notice to all property owners and those with interest in the properties abutting the affected right of way for the proposed vacation based on State Law requirements.
- The City Council, following the Public Hearing, shall make resolution adopting, rejecting, or to refer the vacation request back to the Planning Commission for further discussion and review.

OFFICE USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> Date Application Received: _____ | <input type="checkbox"/> Expedited Review |
| <input type="checkbox"/> Name of Intake Professional: _____ | <input type="checkbox"/> Application Requires Public Hearing? Date: _____ |
| Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Paid: \$ _____ | <input type="checkbox"/> Receipt Issued |
| <input type="checkbox"/> Preliminary Agenda Date: _____ | <input type="checkbox"/> Income Tax Filing Status Reviewed:
<input type="checkbox"/> Check if not applicable |
| <input type="checkbox"/> Applicant Has Current Business License: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Planning Commission Final Action:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Action Date: _____ |
| <input type="checkbox"/> BZA Final Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Action Date: _____ | |
| <input type="checkbox"/> Conditions Placed on Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:

_____ | |



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WATER DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for water assessments or other property maintenance charges.

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

TAX & ASSESSMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, other property maintenance charges

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

COMMUNITY & ECONOMIC DEVELOPMENT CERTIFICATION

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

ENGINEERING DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for water assessments or other property maintenance charges.

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

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POLICE CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, other property maintenance charges

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

FIRE DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, other property maintenance charges

Comments: _____

Signature: _____ Printed Name: _____ Date: _____



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ZONING APPLICATION FEE SCHEDULE

Service Description	Planning Services Fee
Board of Zoning Appeals	
Appeal from Administrative Action or Ruling	\$750.00
Use or Dimensional Variance Request	\$750.00
Request for Zoning Code Interpretation	\$750.00
Site Plan Review	
	\$1,000.00
Special Land Use Permits	
Special Land Use Review	\$1,000.00 + 20.00 per acre or fraction thereof
Special Land Use Review with Site Plan Review	\$1,000.00
Zoning Ordinance Text/Rezoning or Map Amendment Hearing	
	\$1,000.00 + \$20.00 per acre or fraction thereof
Planned Unit Development (PUD)	\$1,000.00 + (Site Plan Fee) + (Condominium Review Fee) If Applicable
Preliminary Plat – Tentative Review	\$1,000.00
Preliminary Plat – Final Review	\$800.00
Final Plat	\$600.00
Master Deed or By-Laws	\$500 per document
Zoning Compliance Permits	
Lot Split/Combination	\$250.00 + \$40.00 per Lot
Non-Residential Site Improvements	\$325.00
Single Family Home	\$250.00
All Other (Residential Fences, Accessory Structures, Etc.)	\$175.00
Alley or Street Vacations	\$600.00 + \$35.00 per Abutting Lot
Signs	\$350.00 per sign + \$150.00 for each additional sign on the same site
Fences	\$185.00
Other Reviews	\$500.00 deposit – Hourly rates vary
Revisions – each additional technical review	0.6 x regular fee
Expedited Review	1.5 x regular fee



Street & Alley Vacation Review Process

