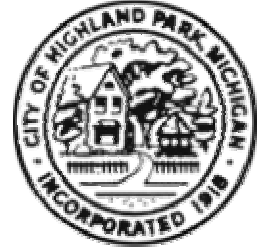


ZONING APPLICATION PACKAGE



City of Highland Park, Michigan

INSTRUCTIONS:

Print or type requested information on this application form. Incomplete applications may delay processing of your request. Fifteen (15) copies of all drawings, maps, photographs, or other special attachments are required.

April 2005

Zoning Application Package

1. Applicant:

Name: _____
Company: _____
Address: _____
Phone number: _____ Fax number: _____
E-mail address: _____

2. Project Architect/Engineer/Consultant:

Name: _____
Company: _____
Position/Title: _____
Address: _____

Phone number: _____ Fax number: _____
E-mail address: _____

3. Property Owner (if different from Applicant):

Name: _____
Company: _____
Address: _____

Phone number: _____ Fax number: _____
E-mail address: _____

4. Project Information:

Address/location of property: _____
Property Tax I.D. #: _____
Current use: _____
Proposed use: _____
Use of adjacent properties: _____
Current Zoning: _____ Proposed Zoning (if requesting rezoning): _____
Zoning of adjacent properties: _____
Total area of site: _____
Anticipated construction start date: _____

5. Brief Description of Request:

Please describe your request in complete detail. Feel free to add additional pages and/or drawings, maps, photographs of the site, and other documentation that may be helpful to the Board of Zoning Appeals as they consider your request. If you are requesting a dimensional variance, you must include a basic site plan drawing showing the location of your property lines, existing and proposed buildings, existing and proposed easements, building setbacks and heights, and other information necessary to adequately and accurately depict the nature of your request. In order to be eligible for a variance, your project must meet the standards set forth in Chapter 1288 of the Zoning Code. **Please refer to the Zoning Code for these standards. Your application should fully and completely address these standards to be considered.**

6. Variance(s) Requested (if requesting a variance) (up to 3 variances permitted per file):

1. _____

2. _____

3. _____

APPLICANT CERTIFICATION: By signature(s) affixed hereto, I (we) certify that the information contained in this application and accompanying documentation is, to the best of my (our) knowledge, true, accurate, and complete. Furthermore, I (we) hereby authorize the City of Highland Park and its officials, agents, and representatives to enter the property associated with this application for purposes of conducting necessary site reviews and investigations.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

CITY USE ONLY – PLEASE DO NOT WRITE IN THIS SECTION

- Date application received: __/__/__
- Fee Paid. Amount paid: \$_____
- Receipt Issued
- Preliminary Agenda date:_____
- Name of intake professional:_____
- Expedited Review
- Application requires public hearing. Hearing date: __/__/__
- Applicant has current business license: Yes ___ No ___ Check here (___) if not applicable.
- Income Tax filing status reviewed. Check here (___) if not applicable.
- Planning Commission Final Action: Approved ___ Denied ___
Action Date: __/__/__
- BZA Final Action: Approved ___ Denied ___ Action Date: __/__/__
- Conditions placed on approval: Yes ___ No ___ If yes, explain: _____

2005-06 FEE SCHEDULE

Board of Zoning Appeals

Appeal from Administrative Action or Ruling	\$150.00
Use or Dimensional Variance Request	\$300.00
Request for Zoning Code Interpretation	\$150.00

Special Land Use Permits

Special Land Use Review	\$600.00 + \$20.00 per acre or fraction thereof
Special Land Use Review with Site Plan Review	\$300.00 + \$20.00 per acre or fraction thereof
Special Land Use Permit Renewal	\$200.00

Zoning Ordinance Text or Map Amendment Hearing

\$600.00 + \$25.00 per acre or
fraction thereof

Lot Split/Combination

\$250.00 + \$40.00 per lot

Alley or Street Vacations

\$250.00 + \$35.00 per abutting
Lot

Signs

\$350.00 per sign + \$150 for
each additional sign on the
same site

Fences

\$50.00

Other Reviews

\$500.00 deposit - Hourly rates
vary

Revisions – each additional technical review

0.6 times regular fee

Expedited Review

1.5 times regular fee