

OFFICE USE ONLY

Date Received: _____

SITE PAN NO.: _____

Intake Staff: _____

ISSUE DATE: _____

Initial Fees Paid: _____

Final Fees Paid: _____

City of Highland Park
Economic Development Department
14110 Woodward Avenue
Highland Park, MI 48203



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

Commercial Site Plan Application

APPLICANT/OWNER INFORMATION

NAME OF ENTITY: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Daytime Phone: _____

Email Address: _____

CONTRACTOR INFORMATION

NAME OF ENTITY: _____ Same as Applicant

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Daytime Phone: _____

Email Address: _____

ENGINEER INFORMATION

NAME OF ENTITY: _____ Same as Applicant

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Daytime Phone: _____

Email Address: _____



Commercial Site Plan Application

<p style="text-align: center;">APPLICANT REQUIREMENT CHECKLIST</p> <p><input type="checkbox"/> Completed Application Form</p> <p><input type="checkbox"/> Completed Plan Checklist</p> <p><input type="checkbox"/> Minimum three (3) sets of plans drawn to scale (24" x 36")</p> <p><input type="checkbox"/> Project Fees <i>cashier's check or certified check addressed to the "City of Highland Park" with "Engr Dept Review" and site plan number written on the notes line</i></p>	<p style="text-align: center;">PLAN INFORMATION</p> <p>Date of Plan: _____</p> <p>No. of Sheets: _____</p>
<p>SUBMITTAL INFORMATION</p> <p>This application and site plan is being submitted for the following consideration:</p> <p> <input type="checkbox"/> Preliminary Site Plan <input type="checkbox"/> Combined Preliminary/Final Site Plan <input type="checkbox"/> Administrative Review <input type="checkbox"/> Final Site Plan <input type="checkbox"/> Amendment of Approved Plan <input type="checkbox"/> Engineering Plan </p>	
<p style="text-align: center;">PROJECT INFORMATION</p> <p>Name of Proposed Development: _____</p> <p>Total Number of: <input type="checkbox"/> Lots: _____ <input type="checkbox"/> Units: _____ <input type="checkbox"/> Units/Buildings: _____ <input type="checkbox"/> DER (i.e. Streetlights): _____</p> <p>Total Floor Area Proposed (Sq. Ft.): _____ Estimated Cost of Site Work: _____</p> <p>Estimated Cost of Vertical Building/Units: _____ Proposed Date of Construction: _____</p>	
<p style="text-align: center;">PROPERTY INFORMATION</p> <p>Parcel I.D.: _____ Gross Acreage of Site: _____ Net Acreage: _____</p> <p>Property Address: _____</p> <p style="text-align: center;">OR</p> <p>General Location of Site: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	



Commercial Site Plan Application

PLAN CHECKLIST

The following must be completed/submitted as part of the permit application process.

1. Application Requirements

- Completed approval application with proper contact information
- Initial review fees
- Completed Plan Checklist

2. General Plan Requirements

- Minimum three (3) sets of plans drawn to scale (24" x 36")
- Maximum paper size should not exceed 24 inches by 36 inches
- North directional arrow, legends including scale, symbols, and line type
- Scale of the drawing at standard engineering scale: 1 inch = 20 feet, 30 feet, or 40 feet
- Dimensioning for all features and elements

3. Plan Sheet Requirements

- Title sheet
 - Project/Proposed Development Name and description
 - Legal description of property within the project limits, if necessary
 - Vicinity map relating the proposed site to major city roads
 - Plan Set Sheet Index
 - Engineer's and Owner's Title Block
 - Seal and Signature of Professional Engineer (PE) registered in the State of Michigan
- Site Plan Sheets
 - Topographic information
 - Building and building appurtenances with present and proposed usage notation, as necessary
 - Property and right-of-way lines
 - Location of utilities and utility easements -including Distributed Energy Resources (DER)
 - All government land corner survey monuments, bench marks, and witnesses located within the project limits
 - Driveways (within project, on adjacent property, and on property opposite the frontage)
 - Roads and road names (within project and adjacent to project)



Commercial Site Plan Application

- Stationing from known origin along centerline of road, drain, etc.
- Landscaping, trees, vegetation, and appurtenances
- Sidewalks, ramps, pathways, and parking
- Drainage
 - Structures, drains, ditches, swales, inverts, controls, and sewers
 - Direction of surface water flow on proposed site
 - Storm system layout
 - Offsite drainage
- Road appurtenances, medians, or other physical features which may impact design, approval, and construction of proposed work
- Any other improvements, notes, or other information required to determine compliance with all applicable regulations. For streetlights note proposed mounting heights and battery enclosures
- Right-of-Way Improvements**
- All geometric information, including widths, lengths, radii of returns and other points of curvature, and angle relative to road way edge of payment
- Distance from existing driveway(s) and proposed driveway(s) to the nearest intersecting street or cross-road
- Driveway surface material and traffic island surface material
- Grades of driveway, roadway (centerline, gutter line, or edge of pavement, shoulder, right-of way or sidewalk, etc.)
- All geometric information including dimensions of all roadway lanes, taper, curb, open shoulders, channelizing islands, other traffic islands adjacent to the road, and traffic control island(s). For streetlights, show horizontal dimension to adjacent lights (existing or proposed)
- Cross-section of proposed pavement showing depth and type of material
- Sight distance for the approach
- Removal/Demolition Sheets (as necessary)**
- Typical Sections and Detail Sheets**
- Landscape Plan (as necessary)**
- Trees, vegetation, berms, and other landscaping appurtenances



Commercial Site Plan Application

- Traffic/Signing Plan (as necessary, including pavement markings)**
 - Traffic detour
 - Construction staging
 - Permanent markings and signs
- Road Profiles (as necessary, existing and proposed)**
- Utility Plans (existing and proposed underground and overhead public and private utilities, including but not limited to water main, storm sewer, sanitary sewer, gas main, electric, fiber optic, DERs, etc.)**
 - Profile for main utilities, including water main (12 inches or larger), sanitary, storm sewer, etc.
 - Size, length, type, and grade of culverts, sewer pipe, flow restrictors, and/or ditches
 - Type, size, and location of drainage structures, vaults/enclosures, DER (Micro/Off-Grid Equip.)
 - Other hydrologic information as necessary
- Storm Water Management Plan (as necessary)**
 - Storm Sewer Table Calculations
 - Storm Sewer Profile (show hydraulic grade line)
 - Drainage area map for each catch basin
 - Storm Water Calculations (detention and retention volume and flow restrictor calculations) based on Wayne County Storm Water Management Ordinance)
 - Details for detention/retention system, treatment system, flow restrictor, and cross sections)
 - Landscaping for Storm Water Management System
 - Storm Water Management System Exhibits

4. Documentation Requirements (as necessary)

- Right-of-way dedication(s)/easement agreement(s)**
- Encroachment letter from adjacent property owner(s)**
- Other governmental agency permits or authorization** (e.g., Wayne County, MDOT, EGLE, FEMA, adjacent Municipalities, US Army Corps of Engineers, FAA, Airport Authority, other municipalities)

Please note: after plans have been reviewed and approved but before a permit may be obtained, the following must be completed.

- Payment for fees in the form of a cashier's check or certified check addressed to the "City of Highland Park" with "Engr Dept Permit" and permit number written on the notes line.



Site Plan & Zoning Application

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
	\$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

