OFFICE USE ONLY	
Date Received:	SITE PAN NO.:
Intake Staff:	ISSUE DATE:
Initial Fees Paid:	Final Fees Paid:



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

Commercial Site Plan Application

NAME OF FRITITY	APPLICANT/OWNER INFOR		
Address:			
City:	State:	Zip Code:	
Contact Person:	Daytim	e Phone:	
Email Address:			
	CONTRACTOR INFORMA	ATION	
NAME OF ENTITY:		Same as Applicant	t \square
Address:			
City:	State:	Zip Code:	
Contact Person:	Daytim	e Phone:	
Email Address:			
	ENGINEER INFORMAT	TON	
NAME OF ENTITY:		Same as Applicant	t 🗖
Address:			
		Zip Code:	
Contact Person:	Daytime Phone:		
Email Address:			



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Commercial Site Plan Application

APPLICA	PLAN INFORMATION	
☐ Completed Application F		
☐ Completed Plan Checklis	Date of Plan:	
☐ Minimum three (3) sets of		
☐ Project Fees cashier's check or certified "Engr Dept Review" and sit	No. of Sheets:	
	SUBMITTAL INFORMATION	
This application and site pla	n is being submitted for the following considerat	ion:
☐ Preliminary Site Plan	☐ Combined Preliminary/Final Site Plan	☐ Administrative Review
☐ Final Site Plan	☐ Amendment of Approved Plan	☐ Engineering Plan
	PROJECT INFORMATION	
Name of Proposed Develop	ment:	
Total Number of: ☐ Lots:	☐ Units: ☐ Units/Buildings:	☐ DER (i.e. Streetlights):
Total Floor Area Proposed (Sq. Ft.): Estimated Cost	of Site Work:
Estimated Cost of Vertical Building/Units: Proposed Date of Construction:		of Construction:
	PROPERTY INFORMATION	
Parcel I.D.:	Gross Acreage of Site:	Net Acreage:
OR		
General Location of Site:		



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Commercial Site Plan Application

PLAN CHECKLIST

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

1110	Ollowi	ing illust be	completed/submitted as part of the permit application process.	
1.	. Application Requirements			
		Complete	d approval application with proper contact information	
		☐ Initial review fees		
		Complete	d Plan Checklist	
2.	Genera	ıl Plan Requ	uirements	
		☐ 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	t end of the control	
		•	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)	



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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
	o Storm system layout
	o 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 al
	applicable regulations. For streetlights note proposed mounting heights and battery enclosures
Right-of-W	/ay 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/I	Demolition Sheets (as necessary)
Typical Sec	ctions and Detail Sheets
Landscape	Plan (as necessary)
•	Trees, vegetation, berms, and other landscaping appurtenances



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Commercial Site Plan Application

	☐ Traffic/Signing Plan (as necessary, including pavement markings)		
	•	Traffic detour	
	•	Construction staging	
	•	Permanent markings and signs	
	Road Profil	es (as necessary, existing and proposed)	
	•	s (existing and proposed underground and overhead public and private utilities, including but 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 Wat	er 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	
Documentation Requirements (as necessary)			
	☐ Right-of-way dedication(s)/easement agreement(s)		
	Encroachm	ent letter from adjacent property owner(s)	
	_	rnmental agency permits or authorization (e.g., Wayne County, MDOT, EGLE, FEMA, adjacent ies, 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.

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



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

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

Pre-Application Meeting with Mayor and/or CED Submission and Review of Conceptual Plans. Additional attendees may include: City Engineering, City Planning, Building Department, Fire Department, Legal Department City Council Workship Meeting Preliminary Site Plan Review No Site Plan Approval Required Applicant presents conceptual plan for preliminary The Zoning Administrator will make a determination for Site Plan Review Process feedback. **NO ACTION TAKEN** Vacation Application, and Fees Submitted by Applicant to Zoning Adminstrator Zoning Administrator will Date and Record submission to BS&A, Collect Fee, & Issue Receipt Administrative Review of Zoning Application Zoning Adminstator Reviews submitted application for Zoning Compliance and Technical Review **Comment Review by Departments** Application Package Distributed to: City Engineering, City Planning, Community Economic Development (CED), DPW Building Department, Fire Department, Police Department, Historic Committee, Recreation Committee, Water Department Traffic Committee **Department Comments Collected and Distributed to Applicant** Zoning Adminstrator Compiles Technical Report and Recommendation for Revisions or Planning Commission Review Planning Commission Meeting
If applicable, a Public Hearing is scheduled with the Planning Commission. Applicant or Designated Representative must be present. Return to Applicant for Revisions Zoning Text/ Map Amendment, Vacations, & Site Plan & Special Land Use Approval Revised Site Plan will be submitted to Zoning Administrator for Recommendations to City Council for action. Planning Commission vote to approved, deny, or technical review and placment on the next available Planning Planning Commission will take action by voting for append the Zoning Application per the Zoning Ordinance., recommendations to City Council, including any applicable conditions to also be forwarded to City Council. Commission agenda or reviewed administratively based on including any conditions placed on site plan. determination by the Planning Commission. **City Council Meeting** If applicable, a Public Hearing is scheduled to vote the recommendation of the Planning Commission. Applicant or Designated Representative must be present. Pass Resolution of final action taken by City Council City Council records, signs, and dates decision, including any conditions approved with the action. **Final Site Plan Approval** Applicant Submits final sets of plans with comply with all Identied Planning and Department Review comments. **Pre-Construction Meeting** Meeting with Building and other department preior to construction and permitting. Detailed Engineering/Construction Plans, Application, and Fees to Applicant **Construction Plan Approval**