

Application to Appear Before St. Clair Shores

PLANNING COMMISSION

Read & follow the Instructions & Procedures for Filing before completing this application. Submit this application with the FEE, SITE PLAN, ELEVATIONS, AND COLOR RENDERING in the following formats: SIX (6) full-sized copies, ONE (1) 8 1/2" x 11" copy, & ONE (1) electronic copy to: liz@scsmi.net OR City of St. Clair Shores Planning Department, 27600 Jefferson Avenue, St. Clair Shores, MI 48081

Regular meetings are held on the 2nd & 4th Tuesday of each month at 7 p.m.

Address of Property Being Reviewed _____

Requested by _____ Business Name _____

Mailing Address of Applicant _____

Email: _____ Phone (_____) _____

Property Owner Name & Address (if different from applicant) _____

REQUEST (circle all that apply): **SITE PLAN APPROVAL** **REZONING** **SPECIAL USE REQUEST** **OTHER**

EXISTING ZONING OF PROPERTY (circle one): **RA** **RB** **RM1** **RM2** **O1** **B1** **B2** **B3** **CLD** **LI** **P1** **RF**

LEGAL DESCRIPTION OR PARCEL NUMBER: _____

PROPOSED USE OF LAND &/OR NAME OF DEVELOPMENT: _____

DESCRIPTION OF PROPOSED REQUEST: _____

NAME & ADDRESS OF PREPARER OF SITE PLAN: _____

AMOUNT RECEIVED _____ DATE RECEIVED _____ RECEIVED BY _____

Signature of Petitioner

FOR OFFICE USE ONLY:

Planning Commission

Case No. _____
Meeting Date _____
Approved _____
Tabled _____
Denied _____

City Council

Case No. _____
Meeting Date _____
Approved _____
Tabled _____
Denied _____

Zoning Board of Appeals

Case No. _____
Meeting Date _____
Approved _____
Tabled _____
Denied _____

**INSTRUCTIONS FOR APPEARANCE BEFORE
THE PLANNING COMMISSION**

1. GENERAL INFORMATION

The St. Clair Shores Planning Commission meets for on the second and fourth Tuesday of each month at City Hall, 27600 Jefferson Circle, at 7:00 p.m. Applications for hearings are available online or from the Community Development Department located at City Hall.

The Planning Commission is a recommending body to the City Council. In order to expedite action of the Commission, it is essential that you follow the instructions, which are part of the City's Zoning Ordinance. Copies of the Ordinance are available online.

2. SITE PLAN APPROVAL REQUESTS

All new construction, except for single family residential buildings, must be approved by the Planning Commission and City Council before building permits can be issued. Any variances to the requirements of the Zoning Ordinance also require approval by the Zoning Board of Appeals before permits are issued.

The sequence of meetings are as follows: 1) Planning Commission, 2) City Council, 3) Zoning Board of Appeals, if applicable.

3. REZONING REQUESTS

Requests for rezoning of property is governed by State Law, which requires a formal public hearing before the Planning Commission and City Council.

4. SUBMITTAL REQUIREMENTS

- a. Completed Application
- b. Six full size copies, one 8.5X11 copy, one color rendering and one electronic copy
- c. Filing Fee
- d. Completed site plan information checklist if applicable

5. DATE OF HEARING - A hearing date will be issued within 30 days of receipt of the completed application. An applicant should not expect to be placed on the Planning Commission Agenda less than two weeks prior to a regularly scheduled meeting.

6. RELATED INFORMATION

- a. **CITY COUNCIL** – After recommendation by the Planning Commission, your case will be forwarded on to the City Council for their review. City Council meetings are held on the first and third Mondays of each month, beginning at 7:00 p.m.
- b. **ZONING BOARD OF APPEALS** – Applications for appearance before the Zoning Board of Appeals are available online. The Board meets on the first Thursday of every month. The deadline for submission is a month prior to the next meeting.

FILING FEE

SITE PLAN REVIEW:	
1. Commercial, Office, Industrial	1. \$500.00 + \$5.00 for each 500 square feet of gross floor area
2. Two Family Residential	2. \$300.00
3. Multiple Family Residential	3. \$300.00 + \$5.00 for each dwelling unit
4. One Family Cluster Option	4. \$500.00 + \$5.00 for each dwelling unit
SPECIAL USE REQUESTS	\$600.00
SPECIAL USE REQUESTS	\$600.00*
REZONING REQUESTS	\$500.00*
STREET OR ALLEY VACATION REQUESTS	\$200.00
SINGLE FAMILY RESIDENTIAL SUBDIVISION REQUEST	\$500.00

* Includes advertising and notice mailing

**CITY OF ST. CLAIR SHORES COMMUNITY DEVELOPMENT DEPARTMENT
SITE PLAN INFORMATION CHECKLIST**

The following information is required to be included on all site plan approval requests. This checklist must be returned with the application with the acknowledgement of the preparer of the plan that the required item has been indicated on the plan.

TYPE OF PROJECT			
ITEM	MULTIPLE RESIDENTIAL	OTHER	CHECK
Drawings to Scale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name and Address of Persons preparing Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name and Address of Owner(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Date, Northpoint, Scale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General Location Map	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subdivision Name and Lot Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Property Line Dimensions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjacent Lots and Streets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street Right-of-way Width(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location and Dimensions of all Buildings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Setbacks to Property Lines and between Buildings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Height of Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gross Floor Area (If Commercial or Industrial)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Usable Floor Area (If Commercial)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brief Description of Proposed Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakdown of Number and Types of Apartments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site Area (In Square Feet)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Coverage (Ground Area of Buildings)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number of Examining Rooms (If Professional)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seating Capacity (If Restaurant, Lodge, Church, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number of Proposed Employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parking Spaces (Required and Provided)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parking Lot Lay-out with Dimensions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Points of Ingress and Egress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loading and Unloading Space	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walls, Fences and/or Greenbelts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Elevations, Front, Side, and Rear (4) Including Building Materials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Public and Private Easements on Property, if any	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting – Exterior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detailed Landscape Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location and Type of Screening of Trash Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Location and Type of Screening of Transformer Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SIGNED BY PREPARER(S) _____

SITE PLAN APPROVAL PROCEDURES

- The site plan approval process takes between 60 and 90 days.
- You will be required to appear before the Planning Commission then the City Council
- Sometimes you will be required to appear before the Zoning Board of Appeals (ZBA) after the Planning Commission and City Council approvals.
- In order to appear before the Planning Commission, an application must be submitted along with the required number of paper plans, electronic plans, color rendering, and fee. See below for more specifics.
- It is encouraged to informally submit and/or meet with a member of city staff before submitting your plans.
- The deadline for submittal is typically about three weeks before a Planning Commission meeting.
- Once your site plan has been submitted, the City Planner will review the plans for compatibility with the Master Plan and Zoning Ordinance.
- The staff review and the plans are then submitted to the Planning Commission.
- The Planning Commission will hold an open meeting to review the site plan. The petitioner or someone who can make legal decisions regarding the proposal must attend the Planning Commission meeting.
- If your site plan request includes a special use request or rezoning request, the Planning Commission meeting will also hold a public hearing that same night. Additional fees and review time is required for a public hearing.
- If the Planning Commission recommends approval of your proposal, then all of the information you've provided will be forwarded on to the City Council.
- Your case will then be heard at the next available City Council meeting; typically 1-3 weeks later. The petitioner shall also attend this meeting.
- If the City Council approves your site plan request, and you don't require any variance requests from the ZBA, then you may prepare and submit construction documents for building permit review as soon as possible.
- Should your request also require variances from the ZBA, then all of the information provided to the Planning Commission and City Council are forwarded on to the ZBA for their review. Again, you must attend this meeting as well.

- The Planning Commission meets the second and fourth Tuesday of each month.
- The City Council meets the first and third Mondays of the month.
- The Zoning Board of Appeals meets the first Thursday of the month.
- The following sheets, prepared to scale, are typically required for your proposal:
 - Site Plan
 - Elevations
 - Floor Plan
 - Color Rendering
 - Landscape Plan
- The following materials are required for submittal:
 - Six sets of paper plans (24X36, 11X17, or a similar size)
 - One Set of reduced paper plans (8.5X11, 8.5X14 or 11X17)
 - Color rendering of exterior (8.5X11, 8.5X14 or 11X17)
 - An electronic copy of your proposal (via zip drive, email, CD, or FTP site)
 - Fee to Appear Before Planning
 - Application to appear before Planning Commission
 - Application to appear before City Council (no fee for this meeting)
 - Application to appear before ZBA (plus \$300 fee)