

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, and ELEVATIONS in the following formats:  
SIX (6) full-sized copies, ONE (1) 8 1/2" x 11" copy, & ONE (1) electronic copy to:  
City of St. Clair Shores Planning Department, 27600 Jefferson Circle Dr., St. Clair Shores, MI 48081

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

Name of Applicant \_\_\_\_\_ Business Name \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Property Owner Name & Address (if different from applicant) \_\_\_\_\_

Address of Property Being Reviewed \_\_\_\_\_

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: \_\_\_\_\_

DIMENSIONS OF LAND & TOTAL ACREAGE: \_\_\_\_\_

STREET LOCATION TO NEAREST INTERSECTION: \_\_\_\_\_

PROPOSED USE OF LAND &/OR NAME OF DEVELOPMENT: \_\_\_\_\_

DESCRIPTION OF PROPOSED BUILDING(S): \_\_\_\_\_

NAME & ADDRESS OF PREPARER OF SITE PLAN: \_\_\_\_\_

AMT RECEIVED \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

Signature of Petitioner \_\_\_\_\_

**Planning Commission Recommendation**

Case No. _____	Meeting Date _____
Approved _____	Chairperson _____
Approved w/ Condition(s) _____	Secretary _____
Denied _____	Tabled _____

**City Council Approval/Denial**

Approved \_\_\_\_\_ Approved w/ Condition(s) \_\_\_\_\_ Tabled \_\_\_\_\_ Denied \_\_\_\_\_

## INSTRUCTIONS FOR APPEARANCE BEFORE PLANNING COMMISSION

### 1) GENERAL INFORMATION

The St. Clair Shores Planning Commission meets for public hearing requests on the second and fourth Tuesday of each month at the Municipal Building (City Hall), 27600 Jefferson Circle, at 7:00 p.m. Applications for hearings are available 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 contained herein (Section 35.79 SITE PLAN REVIEW, AND Section 35.80 SPECIAL LAND USES), which are part of the City's Zoning Ordinance adopted on March 3, 1986, and made effective on March 7, 1986. Copies of the Ordinance are available for inspection and/or sale at City Hall, 27600 Jefferson Circle.

### 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 would be 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.

Please note that FAILURE TO PROVIDE REQUIRED INFORMATION CAN ONLY RESULT IN DELAY, SINCE ALL CASES MUST BE CLEARED THROUGH THE PLANNING COMMISSION BEFORE ADVANCING TO THE CITY COUNCIL AGENDA.

### 4) SUBMITTAL REQUIREMENTS The application to appear before the Planning Commission shall include the following:

- 1) Completed Application
- 2) **SIX (6) FULL SIZED COPIES, ONE 8.5X11 COPY, and ONE ELECTRONIC COPY of your site plan and elevations**
- 3) Filing Fee
- 4) Completed site plan information checklist, signed and dated

### 5) DATE OF HEARING - A hearing date, before the Planning Commission, shall be set by the Planning Director, 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 disposition by the Planning Commission, a letter addressed to the City Clerk, requesting placement on the City Council Agenda must be submitted, together with four (4) stamped site plans to the City Clerk’s office, no later than twelve (12) days prior to the next Council meeting. 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 at the Community Development Department. The Board meets on the first Thursday of every month. Check with the Community Development Department for each month’s submission deadline date.

**FILING FEE**

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

\* Includes advertising and notice mailing

**CITY OF ST. CLAIR SHORES COMMUNITY DEVELOPMENT DEPT.  
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.

ITEM	TYPE OF PROJECT		
	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 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) \_\_\_\_\_