

City of Farmington Hills, Planning Office
 31555 W. Eleven Mile Road
 Farmington Hills, MI 48336-1165
 www.fhgov.com
 (248) 871-2540 Fax: (248) 871-2521

Subdivision of Land – Site Condominium Application

REQUIREMENTS FOR APPLICATION SUBMITTAL

TENTATIVE APPROVAL OF PRELIMINARY PLAN REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-38)		Planning Office Use (<input type="checkbox"/>)
1.	Proof of Ownership: Title Insurance or Purchase Agreement	
2.	Eight (8) copies of Preliminary Plan	
3.	Fifteen (15) reduced 11" x 17" copies of Plan	
4.	Three (3) copies of Tree Survey	
5.	Two (2) copies of Tree Survey Superimposed on Plan	
6.	Eight (8) copies of Open Space Plan (if applicable), & Fifteen (11 x 17)	
7.	One Cost Estimate for Open Space Plan (if applicable)	
8.	Application Fee: \$ ***see bottom of second page	

SITE CHARACTERISTICS

Name of Subdivision: _____

Parcel #: 23- _____

Location of Parcel: _____

Parcel Size: _____ No. of Lots: _____

Zoning District: _____

Conventional Plan: _____

Open Space Plan: _____

THE PROPERTY IS OWNED BY:

Owner: _____ e-Mail: _____

Address: _____ City/State: _____

Phone: _____ Zip: _____ Fax: _____

Owner's Signature: _____

Applicant: _____ e-Mail: _____

Address: _____ City/State: _____

Phone: _____ ZIP: _____ Fax: _____

Applicant's Signature: _____

TENTATIVE APPROVAL BY PLANNING COMMISSION:

DATE APPROVED: _____ DENIED: _____

PLAN # _____ Date Received: _____ Received by: _____

FINAL APPROVAL OF PRELIMINARY PLAN REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-39)		Planning Office Use (<input type="checkbox"/>)
1.	Letter to Director of Planning & Community Development requesting to be placed on City Council Agenda.	
2.	Six (6) copies of revised Preliminary Plan (if revised), Fifteen (15) (11 x 17)	
3.	Two (2) copies of Superimposed Tree Survey (if revised).	
4.	Six (6) copies of revised Open Space Plan (if revised) , Fifteen (15) (11 x 17)	
5.	One (1) Cost Estimate for Open Space Plan (if revised).	
6.	Approval of Required Authorities to be submitted to Planning Office:	
	(a) County Water Resource Commission	
	(b) County Road Commission	
	(c) County Health Department	

FINAL PRELIMINARY PLAN APPROVAL BY CITY COUNCIL:

DATE APPROVED: _____ DENIED: _____

FINAL PLAN APPROVAL REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-40)		Planning Office Use (<input type="checkbox"/>)
1.	Letter to City Clerk requesting to be placed on City Council Agenda.	
2.	One (1) copy of Mylar of the Final Plan.	
3.	Four (4) paper copies of Final Plan.	
4.	Route sheet of Government Agency approvals.	
5.	Letter of approval from City Attorney.	
6.	Letter of approval from Engineering.	
7.	Mylar fee: \$_____	
8.	Monuments: \$_____ <i>see engineering for fee</i>	
9.	Stakes: \$_____ <i>see engineering for fee</i>	

FINAL PLAN APPROVAL BY CITY COUNCIL:

DATE APPROVED: _____ DENIED: _____

Planning Fees:

Review of one-family lot layout plus general review of open space areas (not including open space plan and inspection).....\$820.00 =+ \$135.00 + \$4.50/lot or acre

Review and inspection of SOSP, PRD or Cluster Open Space plans shall be charged at the following rate:
Initial review of open space.....\$820.00 for 5 acres or less, plus \$53.00 for each additional acre over 5, or fraction thereof.

****Call the Planning Office for fees on revisions or inspections for both of the above.**