

**City of Harper Woods  
19617 Harper Avenue  
Harper Woods, MI 48225  
313-343-2526 - Building Department  
313-642-6825 - fax  
[www.harperwoodscity.org](http://www.harperwoodscity.org)**

**SITE PLAN REVIEW APPLICATION INSTRUCTIONS**

**Pre Application Conference:** Developers are encouraged to meet with the City staff prior to any extensive design work and submission of an application. Pre-application conferences will give the City and the developer an opportunity to discover and discuss issues and problems that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review. These conferences will make the entire review process more efficient.

An appointment for pre-application conference can be scheduled by calling the Building Department at 313-343-2526. While a pre-application conference is not required, it is highly recommended. When a pre-application conference does not occur, the developer is encouraged to be familiar with all requirements and to submit a complete and fully documented application.

Only complete applications will be processed. Incomplete applications will be returned to the applicant. A complete application includes the following list of items pertaining to the request:

- 1. Twelve (12) full-sized, folded copies and one (1) ledger-sized copy of a scaled, legible illustration with required details.**
2. A separate detailed written statement fully explaining your request.
3. Legal description of the property.
4. All appropriate signatures and authorizations.
5. The fees as listed on the City's Fee Schedule.

The Planning Commission meets the fourth (4<sup>th</sup>) Wednesday of each month, applications are due fifteen (15) days prior to the meeting. Please note that meeting dates may be altered for November and December due to holidays.

It is the applicant's responsibility to provide revised drawings if required. Please note that applications may be submitted on the last filing day or if significant issues have not been resolved in a timely manner.



10. Attach an accurate drawing of the site showing:
- a) Property Boundaries
  - b) Existing and Proposed Buildings
  - c) Unusual Physical Features of the Site or Building
  - d) Abutting Streets
  - e) Existing Zoning or Adjacent Properties
  - f) Location of Buildings on Adjacent Properties

11. Names and Addresses of all other persons, firms or corporations having a legal or equitable interest in the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant must provide lease, purchase agreement or written authorization from owner.

**DECLARATION:**

I, the applicant, do hereby declare that I am the owner, or the authorized agent of the owner, of the above legally described property on which the request is proposed, and that the answers given herein are true to the best of my knowledge. I understand that if the request is granted, I am in no way relieved from all other applicable requirements of the City of Harper Woods Zoning Ordinance. I also understand that I am responsible for actual costs of engineering, planning and administrative fees.

By virtue of my applications, I do hereby declare that the appropriate appointed officials and City staff responsible for the review of my application are given permission to visit and inspect the property regarding my petition in order to determine the suitability of the request.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>PLANNING COMMISSION &amp; ZONING BOARD OF APPEALS</b>		
<p><b>Planning Commission</b></p> <ol style="list-style-type: none"> <li><b>1. Regular or Special Meeting</b> <ol style="list-style-type: none"> <li><b>a. Subdivision (Plat Review)</b></li> <li><b>b. Site Plan Review</b></li> </ol> </li> <li><b>2. Special Use (in addition to site plan Review, if needed)</b></li> <li><b>3. Rezoning</b></li> </ol> <p><b>Plus</b> <b>Application Review Costs</b></p> <p><b>With the submission of the application the applicant shall include the following deposit</b></p> <ol style="list-style-type: none"> <li><b>1, Commercial and Industrial</b></li> <li><b>2. Residential</b></li> </ol> <ul style="list-style-type: none"> <li><b>• Note: Any Application Review Cost must be paid upon invoice, once paid, a refund of the deposit will be made. The payment of all costs shall be paid prior to the issuance of any building permit.</b></li> </ul> <p><b>Zoning Board of Appeals</b></p>		<p><b>\$400.00 plus Application Review Costs</b></p> <p><b>450.00 plus Application Review Costs</b></p> <p><b>450.00 plus Application Review Costs</b></p> <p><b>Applicant is responsible for actual Engineering , Planner and Attorney Fees Plus 10% Administration Fee</b></p> <p><b>Initial Deposit \$2,500.00</b></p> <p><b>Initial Deposit \$1,500.00</b></p> <p><b>*If actual costs exceed initial deposit Additional deposit may be required and invoiced</b></p> <p><b>450.00 per Variance plus Administrative Review fee (see above)</b></p>