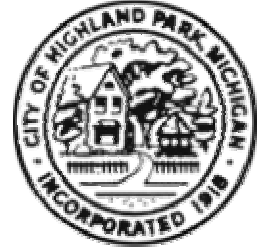


# ZONING APPLICATION PACKAGE



City of Highland Park, Michigan

## **INSTRUCTIONS:**

Print or type requested information on this application form. Incomplete applications may delay processing of your request. Fifteen (15) copies of all drawings, maps, photographs, or other special attachments are required.

**April 2005**

# Zoning Application Package

## 1. Applicant:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 2. Project Architect/Engineer/Consultant:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 3. Property Owner (if different from Applicant):

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 4. Project Information:

Address/location of property: \_\_\_\_\_  
Property Tax I.D. #: \_\_\_\_\_  
Current use: \_\_\_\_\_  
Proposed use: \_\_\_\_\_  
Use of adjacent properties: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Proposed Zoning (if requesting rezoning): \_\_\_\_\_  
Zoning of adjacent properties: \_\_\_\_\_  
Total area of site: \_\_\_\_\_  
Anticipated construction start date: \_\_\_\_\_

## 5. Brief Description of Request:

Please describe your request in complete detail. Feel free to add additional pages and/or drawings, maps, photographs of the site, and other documentation that may be helpful to the Board of Zoning Appeals as they consider your request. If you are requesting a dimensional variance, you must include a basic site plan drawing showing the location of your property lines, existing and proposed buildings, existing and proposed easements, building setbacks and heights, and other information necessary to adequately and accurately depict the nature of your request. In order to be eligible for a variance, your project must meet the standards set forth in Chapter 1288 of the Zoning Code. **Please refer to the Zoning Code for these standards. Your application should fully and completely address these standards to be considered.**

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**6. Variance(s) Requested (if requesting a variance) (up to 3 variances permitted per file):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**APPLICANT CERTIFICATION:** By signature(s) affixed hereto, I (we) certify that the information contained in this application and accompanying documentation is, to the best of my (our) knowledge, true, accurate, and complete. Furthermore, I (we) hereby authorize the City of Highland Park and its officials, agents, and representatives to enter the property associated with this application for purposes of conducting necessary site reviews and investigations.

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

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY USE ONLY – PLEASE DO NOT WRITE IN THIS SECTION**

- Date application received: \_\_/\_\_/\_\_
- Fee Paid. Amount paid: \$\_\_\_\_\_
- Receipt Issued
- Preliminary Agenda date:\_\_\_\_\_
- Name of intake professional:\_\_\_\_\_
- Expedited Review
- Application requires public hearing. Hearing date: \_\_/\_\_/\_\_
- Applicant has current business license: Yes \_\_\_ No \_\_\_ Check here (\_\_\_) if not applicable.
- Income Tax filing status reviewed. Check here (\_\_\_) if not applicable.
- Planning Commission Final Action: Approved \_\_\_ Denied \_\_\_  
Action Date: \_\_/\_\_/\_\_
- BZA Final Action: Approved \_\_\_ Denied \_\_\_ Action Date: \_\_/\_\_/\_\_
- Conditions placed on approval: Yes \_\_\_ No \_\_\_ If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2005-06 FEE SCHEDULE**

**Board of Zoning Appeals**

Appeal from Administrative Action or Ruling	\$150.00
Use or Dimensional Variance Request	\$300.00
Request for Zoning Code Interpretation	\$150.00

**Special Land Use Permits**

Special Land Use Review	\$600.00 + \$20.00 per acre or fraction thereof
Special Land Use Review with Site Plan Review	\$300.00 + \$20.00 per acre or fraction thereof
Special Land Use Permit Renewal	\$200.00

**Zoning Ordinance Text or Map Amendment Hearing**

\$600.00 + \$25.00 per acre or  
fraction thereof

**Lot Split/Combination**

\$250.00 + \$40.00 per lot

**Alley or Street Vacations**

\$250.00 + \$35.00 per abutting  
Lot

**Signs**

\$350.00 per sign + \$150 for  
each additional sign on the  
same site

**Fences**

\$50.00

**Other Reviews**

\$500.00 deposit - Hourly rates  
vary

**Revisions – each additional technical review**

0.6 times regular fee

**Expedited Review**

1.5 times regular fee