



Department of Planning and Economic Development
 1000 Rochester Hills Dr.
 Rochester Hills, MI 48309
 (248) 656-4660

Development Application

Project Information

Name		
Description of Proposed Project and Use(s)		
Review Type (as defined in Section 138-2.200 & 138-7.100 of the City's Zoning Ordinance)		
Site Plan: <input type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Other (please describe):	Sketch Plan: <input type="checkbox"/> Administrative Review <input type="checkbox"/> PC Review	PUD <input type="checkbox"/> Concept Review <input type="checkbox"/> Final Review
Conditional Land Use (as indicated in Section 138-4.300 of the City's Zoning Ordinance) <input type="checkbox"/> Yes <input type="checkbox"/> No *Be advised any applications for on-premises alcohol sales must also submit a Liquor Application to the City Clerk's office.		

Property Information

Street Address	
Parcel Identification Number	Property Dimensions Width at Road Frontage: _____ Depth: _____
Land Area (acres)	# of Lots/Units (if applicable)
Current Use(s)	Current Zoning
Wetland Use Permit Required	
<input type="checkbox"/> Yes, there are MDEQ regulated wetlands on the property <input type="checkbox"/> Unsure, a boundary determination is needed <input type="checkbox"/> Yes, there are City regulated wetlands on the property <input type="checkbox"/> No, there are NO regulated wetlands on the property	
Tree Removal Permit Required	
<input type="checkbox"/> Yes, there are regulated trees on the property <input type="checkbox"/> No, there are NO regulated trees on the property	
Steep Slope Permit Required	
<input type="checkbox"/> Yes, there are regulated slopes on the property located within 200 feet of a watercourse <input type="checkbox"/> No, there are NO regulated slopes on the property <input type="checkbox"/> Yes, there are regulated slopes on the property NOT located within 200 feet of a watercourse	



Development Application

Applicant Information

Name		
Address		
City	State	Zip
Phone	Email	
Applicant's Legal Interest in Property		

Property Owner Information Check here if same as above

Name		
Address		
City	State	Zip
Phone	Email	

Applicant's/Property Owner's Signature

I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

I (we) understand that if it is determined that the application is not complete, the City shall immediately identify in writing what is needed to make the application complete.

I (we) authorize the employees and representatives of the City of Rochester Hills to enter and conduct an investigation of the above referenced property.

Applicant's Signature <i>LeeAnn M Pennington</i>	Applicant's Printed Name	Date
Property Owner's Signature <i>LeeAnn M Pennington</i>	Property Owner's Printed Name	Date

OFFICE USE ONLY

Date Filed	File #	Escrow #
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For additional information, please refer to the [Zoning Ordinance](#).

1. **Completed Applications.** Complete applications include the following:
 - a. Site Plan, including all the following applicable components: engineering, photometric, wetland, tree survey, landscape & storm water management
 - b. Floor Plans and Elevations, including colored renderings of the elevations (*if applicable*)
 - c. Environmental Impact Statement (EIS)
 - d. Information per Tree Preservation Ordinance (*if applicable*)
 - e. Wetland and Watercourse Boundary Determination Application (*if applicable*)
 - f. Copy of Purchase or Lease Agreement (*if applicable*)
 - g. Any other information which the applicant feels will aid the City in its review
2. **Application Process.** You may submit all required documents online. [Click here](#) to apply for a Planning, Zoning or Engineering Process online.
3. **Review Process.** City staff and consultants will review the plans to ensure compliance with City ordinances within 15 days of submittal (10 days for subsequent reviews). If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on a Planning Commission agenda until all necessary information is submitted and reviewed. Planning Commission meetings are generally held the third Tuesday of each month at 7:00 P.M.
4. **Fees.** Established fees as indicated on the attached Fee Schedule. Applicants will be notified of the required review fee amount after plans have been submitted for review. Checks should be made payable to the City of Rochester Hills.
5. **Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.

Administrative Review

Plans that can be reviewed administratively in accordance with *Section 138-2.200 Site Plan Review* shall be reviewed within 10 days of submittal



Fee Schedule

Review	Fee	Estimated Fee
Administrative Review	Billed based on the actual cost to the City for the service at a rate of \$85 per hour, a minimum escrow deposit of \$750 is required to start the process	
Building	\$85 per hour (<i>min. escrow deposit \$250</i>)	\$
Fire	\$85 per hour (<i>min. escrow deposit \$170</i>)	\$
Parks & Forestry	\$85 per hour (<i>min. escrow deposit \$250</i>)	\$
Engineering	Site Plans \$1,100 (up to 10 acres) + \$90 per acre over 10 acres	\$
	Steep Slope Analysis \$85 per hour	\$
	Site Condominiums a. Preliminary Site Condo. \$950 (up to 10 acres) + \$95 per acre over 10 acres (up to \$3,500 max.) b. Final Site Condo. \$500 (up to 10 acres) + \$45per acre over 10 acres (up to \$1,800 max.) c. Master Deed & Exhibits. \$700 (up to 10 acres) + \$35 per acre over 10acres	\$
	Subdivision Development* a. Pre-preliminary. \$800 (up to 10 acres) + \$75 per acre over 10 acres (up to \$2,500 max.) b. Tentative Preliminary. \$950 (up to 10 acres) + \$95 per acre over 10 acres (up to \$3,500 max.) c. Final Preliminary. \$500 (up to 10 acres) +\$45 per acre over 10 acres (up to \$1,800 max.) d. Final Plat. \$1,800+ \$95 per acre over 10 acres	\$
	Site Plans* a. Multi-Family, Cluster, Mobile Home Parks. \$1,000 + \$18 per unit b. Non-residential \$1,500 + \$75 per acre *There shall be a charge of 50% of the full review fee for the third and each subsequent review	\$
Planning (Development Services)	Site Condominiums* a. Preliminary Site Condominium. \$900 + \$10 per building site b. Final Site Condominium. \$600 + \$10 per building site *There shall be a charge of 50% of the full review fee for the third and each subsequent review	\$
	Subdivision Development* a. Concept Review. No fee for 1 st meeting, additional meetings \$250 each b. Tentative Preliminary. Regular Plan \$900 + \$10 per lot + \$500 for Open Space Option (<i>if applicable</i>) c. Final Preliminary. \$600 + \$10 per lot d. Final Plat. \$600 + \$10 per lot *There shall be a charge of 50% of the full review fee for the third and each subsequent review	\$
	Conditional Land Use. \$1,000 (plus 50% of the full review fee for third plus reviews)	\$
	Rezoning. \$1,000 (plus 50% of the full review fee for third plus reviews)	\$
	Text Amendments \$85 per hr. if service conducted by city staff.	
	Legal Fee Review. Corresponds to City's cost for Legal Services	\$
	Extension of Approval a. Administrative Approval. \$250 b. Planning Commission or City Council Approval. \$500 per meeting	\$
	Tree Conservation Review. \$250	\$
	Brownfield Redevelopment Plan Review. \$2,500 to begin review process	\$
	Wetland Determination/Use Permit. \$500 (less than 2 acres), \$1,000 (2 to 5 acres), \$1,500 (over 5 acres to begin the delineation process)	\$
	Steep Slope Analysis \$75 per hour	\$
	Internal Review, Consultation, Field Inspection a. City Staff. \$85 per hour b. Outside Consultant. City's cost for services	\$
	Other	Work not covered above will be billed based on the actual cost to the City for the service at a rate of \$85 per hour, a minimum escrow deposit of \$250 is required to start the work
SUBTOTAL		\$
Administrative Fee (20% of the subtotal, \$100 Minimum)		X 1.20
TOTAL		\$

These fees are intended to cover two plan reviews, after which time a review of the escrow account will be conducted, additional fees may be necessary at that time to complete the plan review and approval process