



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

## Development Application

### Project Information

Name	Pine Trace Phase 2 - Banquet Facility & Entrance Road		
Description of Proposed Project and Use(s)	Construct building addition, new boulevard entrance road, parking lot, and associated site work. Including tree removals, earthwork, landscaping, and restoration.		
Review Type (as defined in Section 138-2.200 & 138-7.100 of the City's <a href="#">Zoning Ordinance</a> )			
<b>Site Plan:</b>	<b>Sketch Plan:</b>	<b>PUD</b>	
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Administrative Review	<input type="checkbox"/> Concept Review	
<input type="checkbox"/> Amendment	<input type="checkbox"/> PC Review	<input type="checkbox"/> Final Review	
<input type="checkbox"/> Other (please describe):			
Conditional Land Use (as indicated in Section 138-4.300 of the City's <a href="#">Zoning Ordinance</a> ) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
*Be advised any applications for on-premises alcohol sales must also submit a <a href="#">Liquor Application</a> to the City Clerk's office.			

### Property Information

Street Address	3600 Pine Trace Boulevard		
Parcel Identification Number	15-31-400-015	Property Dimensions Width at Road Frontage:	1150 Depth: 2465
Land Area (acres)	110.75	# of Lots/Units (if applicable)	N/A
Current Use(s)	Golf Course	Current Zoning	R-4
Wetland Use Permit Required			
THERE ARE REGULATED WETLANDS ON PROPERTY, BUT THEY ARE NOT WITHIN THE INFLUENCE OF THE PROPOSED WORK.			
<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 checked="" type="checkbox"/> No, there are <b>NO</b> regulated wetlands on the property	
Tree Removal Permit Required			
<input checked="" type="checkbox"/> Yes, there are regulated trees on the property		<input type="checkbox"/> No, there are <b>NO</b> 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 checked="" type="checkbox"/> No, there are <b>NO</b> regulated slopes on the property	
<input type="checkbox"/> Yes, there are regulated slopes on the property <b>NOT</b> located within 200 feet of a watercourse			



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### Applicant Information

Name	Pine Trace Golf Course (Michael Bylen)		
Address	3600 Pine Trace Boulevard		
City	Rochester Hills	State	MI Zip 48309
Phone	(248) 789-5934	Email	michaelbylen@gmail.com
Applicant's Legal Interest in Property	Owner		

### 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	Applicant's Printed Name	Date
	Michael Bylen	3-18-25
Property Owner's Signature	Property Owner's Printed Name	Date
	Michael Bylen	3-18-25

### OFFICE USE ONLY

Date Filed	File #	Escrow #



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



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## 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 (min. escrow deposit \$250)	\$
Fire	\$85 per hour (min. escrow deposit \$170)	\$
Parks & Forestry	\$85 per hour (min. escrow deposit \$250)	\$
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) + \$45 per acre over 10 acres (up to \$1,800 max.)	
	c. Master Deed & Exhibits. \$700 (up to 10 acres) + \$35 per acre over 10 acres	
	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	
Planning (Development Services)	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	
	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 <sup>st</sup> meeting, additional meetings \$250 each	\$
	b. Tentative Preliminary. Regular Plan \$900 + \$10 per lot + \$500 for Open Space Option (if applicable)	
	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