



**CITY OF MADISON HEIGHTS COMMUNITY
DEVELOPMENT DEPARTMENT
APPLICATION FOR
ADMINISTRATIVE SITE PLAN REVIEW**

300 W. 13 MILE ROAD, MADISON HEIGHTS, MI 48071 / (248) 583-0831 / FAX (248) 588-4143

PROJECT NAME: _____

PROJECT ADDRESS: _____

APPLICANT

OWNER

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

EMAIL: _____

EMAIL: _____

PHONE: _____

PHONE: _____

PROPOSED USE(S): _____

ADMINISTRATIVE SITE PLAN REVIEW

FEE COMPUTATION: \$200 APPLICATION FEE

I (we) the undersigned do hereby apply to the City of Madison Heights for review and approval of the above-described Site Plan. Applicant(s) and the property owner(s) hereby consent to city staff to assess the property for purposes of evaluating the site for requested action(s).

** If you are NOT the property owner, you must have the owner sign the application or provide a notarized letter or authorization or power of attorney authorizing you to act on their behalf**

SIGNATURE OF OWNER

Notary's Signature _____

Notary's Printed Name _____

Notary public, State of Michigan, County of _____.

My commission Expires _____.

Acting in the County of _____.

SIGNATURE OF APPLICANT

DATE: _____

NOTE: THE OWNERS SIGNATURE OR LETTER OF AUTHORIZATION MUST BE NOTARIZED

STAFF USE ONLY

DATE APPLICATION RECEIVED: _____

SITE PLAN NO: _____

APPROVAL DATE: _____

STAFF SIGNATURE: _____

Application Requirements:

- A. Two (2) 11" by 17" copies of the site/plot plan
- B. One PDF of the original site plan submitted via email, cd or usb flash drive.
- C. Driver's license of site plan applicant
- D. Application fee must be paid upon time of submittal

CITY OF MADISON HEIGHTS – ADMINISTRATIVE SITE PLAN REVIEW

Section 10.514(C)b of City of Madison Heights Zoning Ordinance

The City Planner can review the following permitted uses administratively. For all other site plans, the City Planner will schedule the next available date of the Site Plan Review Committee. [...]

1. *All medical marijuana caregiver applications within the marijuana overlay district.*
2. *Any non-residential accessory structures such as canopies, dumpsters, decks, and gazebos.*

SITE PLAN REQUIREMENTS

All administrative site plan applications shall include a fully dimensioned drawing depicting current conditions and the proposed improvement(s). Depending upon the nature of the project, any or all of the following information may be required in order for approval to be issued. Minor site plan requirements should be reviewed with staff prior to submittal.

- Projection Address, Names, North Arrow, Zoning Designation
- Property Lines and Dimensions
- Current Zoning Classification
- All Existing and Proposed
 - Buildings/Building Additions (including setbacks and area)
 - Parking Areas and Drive Aisles (including dimensions)
 - Driveways
 - Loading Areas
 - Sidewalks
 - Rights-of-Way/Easements
 - Bicycle Rack(s)
 - Trash Receptacles/Enclosures
 - Landscaping
 - Walls/Fences
 - Exterior Lighting
 - Storm Water Facilities
 - Ground Signage
- Any other items deemed necessary by the City Planner and/or reviewing authority.