

# S4 - SPECIAL LAND USE ZONING APPLICATION

Date Filed: \_\_\_\_\_ Case #: \_\_\_\_\_

Application is hereby submitted for: (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan Review (\$160)                 | <input type="checkbox"/> Expand Non-Conforming Use (\$1,200)         |
| <input type="checkbox"/> Conditional Use Permit, New (\$1,000)    | <input type="checkbox"/> Hardship Relief (\$1,200)                   |
| <input type="checkbox"/> Modification of a Previous Grant (\$500) | <input type="checkbox"/> Appeal of Administrative Decision (\$1,250) |
| <input type="checkbox"/> Variance/Waiver - BZA (\$1,200)          |  |

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**NOTE:** Providing complete contact information will expedite communication during the review process.

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Legal Description (Attach Plat if Available): \_\_\_\_\_

Current Legal Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Permit #: \_\_\_\_\_ Previous Grant #: \_\_\_\_\_

The property is currently (check one):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Vacant Land           | <input type="checkbox"/> Vacant Structure | <input type="checkbox"/> Occupied Structure |
| <input type="checkbox"/> Other (Explain) _____ |   |   |

Number of Employees: \_\_\_\_\_

The size of the structure is: \_\_\_\_\_ ft. by: \_\_\_\_\_ ft. or: \_\_\_\_\_ S.F.

Number of Stories: \_\_\_\_\_ List any accessory structures or uses: \_\_\_\_\_

Has a violation notice been issued by the City for this operation?  Yes  No

If yes, provide notice number and explain: \_\_\_\_\_



## APPLICATION CHECKLIST

**The following information must be provided in order to process your application. Projects requiring a public hearing will not be scheduled until all documentation is submitted.**

- Completed application
- Proof of interest (deed, lease, option to purchase)
- Application fee(s) paid
- Three (3) copies of fully dimensioned site plan (reduced to 11x 17)
  - Show dimensions of lot and all buildings
  - Show dimensions of parking spaces (including handicapped accessible), aisles, access drives, loading zone, stacking lanes (if applicable) and curb cuts
  - Identify landscaped areas, screening walls, trash enclosure, exterior equipment and fences (indicate height & materials)
  - Show location and dimensions of any easements, free-standing signs, canopy or light fixtures
  - Include north arrow, scale, lot lines, zoning and street names
- Three (3) copies of fully dimensioned floor plan (reduced to 11x 17)
  - Show location of all pedestrian and overhead doors
  - Identify proposed use of every interior space
- Three (3) copies of fully dimensioned front elevation (reduced to 11x 17)
  - Include side and rear elevations (if available)
  - Show all proposed signs - with dimensions - separate permits required
  - Submit color rendering or photos (if available)
  - Indicate proposed building materials and colors
- Any previous studies pertinent to the subject location (e.g. traffic impact study, environmental assessment, market analysis)
- Affidavits: Property owner & agent authorization

*Note: Affidavit is required in order to represent the property, property owner, occupant, tenant, lessee, etc. at BSEED or before the Board of Zoning Appeals*
- Ownership documentation (deed, lease agreement, offer to purchase) for all parcels. Identify the names and addresses of all principal shareholders or partners affiliated with the corporation/LLC, partnership, or joint venture.

Site plans can be electronically submitted to [zoning@detroitmi.gov](mailto:zoning@detroitmi.gov). When submitting electronically, please include address in the subject line and case number (if available).



# PROJECT PROPOSAL

Proposed Use: \_\_\_\_\_

Project Narrative (describe exactly what you propose to do to/at this location): \_\_\_\_\_

\_\_\_\_\_

Do you have similar operations at other locations in Detroit?: \_\_\_\_\_

If yes, provide addresses: \_\_\_\_\_

Number of Parking Spaces Provided: \_\_\_\_\_ (On-site) \_\_\_\_\_ (Within 100')

Does this proposal involve the purchase of city-owned property?: \_\_\_\_\_

If yes, please provide the name of P&DD Salesperson: \_\_\_\_\_

**1.** What steps have been taken to ensure the design, construction, operation, and maintenance of the proposed use will be harmonious and appropriate in appearance with the existing neighborhood and that such use will not change the essential character of the neighborhood?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.** Will the establishment of this use have a negative or positive impact on public safety? How?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.** How will the vehicular approaches to the property be designed so as to not impede traffic on surrounding public streets?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.** Does the proposal require the closure or abandonment of any public alley or easement? Will the public-right-of way need to be utilized during construction or operation of the proposed use?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5.** What steps have been taken to reduce the potential for flood damage to adjacent property?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6.** Are there any known underground storage tanks existing or proposed at this location?

\_\_\_\_\_

**7.** How many employees will be on-site? \_\_\_\_\_



## Property Owner Affidavit

State of Michigan }  
County of Wayne } ss.

I, \_\_\_\_\_ (please print), depose and say that I am the legal owner or hold a majority of interest of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge.

\_\_\_\_\_  
(Property Owner's Signature)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Signature) My commission expires: \_\_\_\_\_

## Applicant Affidavit

I, \_\_\_\_\_ (please print), depose and say that all statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I hereby authorize the following people to represent my interests regarding this petition and to appear on my behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

\_\_\_\_\_  
(Architects/Engineers/Consultants-please print clearly)

\_\_\_\_\_  
(Applicant's Signature)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Signature) My commission expires: \_\_\_\_\_

**NOTE: Only individuals party to a signed affidavit will be able to testify on behalf of the applicant at public hearings, obtain decision letters and secure permits.**

This application can also be completed online. Visit [detroitmi.gov/bseed/elaps](http://detroitmi.gov/bseed/elaps) for more information.

