

# **NOTICE TO SITE PLAN REVIEW APPLICANTS:**

**Application packets must be complete at time of submission or an appointment with Site Committee will not be given.**

**Carefully read and follow #2 of instructions and be sure to include photos of the front and rear of property.**



**CHARTER TOWNSHIP OF REDFORD  
SITE COMMITTEE APPLICATION  
DEPARTMENT OF PUBLIC SERVICES**

12200 Beech Daly, Redford MI 48239 phone: (313) 387-2680 or (313) 387-2641

**Procedure for  
Occupancy or Reoccupancy of Existing Commercial & Industrial  
New Building Construction, Additions & Alterations  
Accessory Use / Events / Festivals**

**THE APPLICANT MUST:**

1. **COMPLETE APPLICATION** for occupancy, reoccupancy or accessory use of existing commercial and industrial buildings; new building construction; additions, & alterations; or special events / festivals. Applications are available at the Redford Township Building Department, 12200 Beech Daly Road, Redford, Michigan 48239. You must submit an original & 2 copies of the application and required photos of property (interior/exterior)
2. **SUBMIT THREE (3) SETS** of a complete and legible plot plan and floor plan with application and check for the appropriate fees (See Schedule below). The plot plan must show the location of all buildings (existing and proposed), landscaping, walls, light poles, parking lot layout, and driveways. All accurate dimensions must be indicated (see illustration on next page). Preliminary plans may be submitted for any new construction, additions or alterations.
3. **APPEAR AND PRESENT YOUR REQUEST FOR APPROVAL** before the Site Committee. The Site Committee meets every Wednesday beginning at 4:00 p.m. in the Department of Public Services Building, 12200 Beech Daly Road, Redford, Michigan. **An Application for Site Plan Review before the Committee must be submitted by 12 Noon on Friday to be placed on the agenda for the Wednesday meeting.** No more than five cases will be heard at any one meeting. Each case is scheduled by appointment.
4. **UPON APPROVAL OF A NEW OCCUPANCY**, you will be given a new occupancy packet to complete and return to the Building Department, along with the appropriate fee (based on square footage) for new occupancy inspections by the Redford Township Building Department. These inspections will include building, electrical, plumbing and heating. At the time the "New Occupancy Inspection Permits" are submitted, arrangements must be made with the Building Department to have the proposed occupant meet the inspectors at the site location. Any and all violations must be repaired prior to the building being occupied. A "Certificate of Occupancy" must be obtained from the Building Department before any new occupant will be permitted to move into the building.

**APPLICATION FEE SCHEDULE**

Application Fee.....	\$15.00
Also, must include one of the fees below:	
New Occupancy / Reoccupancy / Accessory Use of Existing Building .....	\$50.00
Additions or Alterations.....	\$50.00
Special Events / Festivals .....	\$50.00
New Building Construction Plan Review .....	\$145.00

# SITE COMMITTEE APPLICATION

# SITE COMMITTEE APPROVAL

Name of Applicant(s):	NAME:
Applicant's Home Address: (include City & State)	
Phone: Business:	
Home: Cell:	DATE:

Please Check All Appropriate Boxes:

Date Application Submitted: \_\_\_\_\_

New Occupancy/Reoccupancy     Commercial Location     Industrial Location     Residential Location

Addition     Alterations     New Building     Preliminary Plan     Final Plan     Festival/Event

Existing Zoning Designation:  R1     R-3     C-1     C-2     C-3     PS     M-1     M-1-A     M-2     P-1

## PLEASE COMPLETE THE FOLLOWING INFORMATION:

### 1. Name of Property Owner, Address & Phone:

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

### 2. Name of Proposed Plant or Business, Address & Phone:

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

### 3. Services Rendered or Product Sold or Manufactured: \_\_\_\_\_

\_\_\_\_\_

### 4. No. of Employees: \_\_\_\_\_

### 5. If Restaurant, No. of Seats: \_\_\_\_\_

### 6. No. & Size of Parking Spaces: \_\_\_\_\_

\_\_\_\_\_

### 7. No. of Handicapped Spaces: \_\_\_\_\_

### 8. SITE PLAN (3 sets) should include:

Size of Property: \_\_\_\_\_

\_\_\_\_\_

Size of Building: \_\_\_\_\_

Height of Building: \_\_\_\_\_

Front Property Setback: \_\_\_\_\_

Rear Property Setback: \_\_\_\_\_

Side Property Setbacks: \_\_\_\_\_

Facade Material (Street Sides of Building): \_\_\_\_\_

Type of Parking Lot Surface:

Asphalt     Cement     Gravel

Egress: From \_\_\_\_\_ and \_\_\_\_\_

Ingress: From \_\_\_\_\_ and \_\_\_\_\_

Lighting of Parking Lot (Indicate Location & Type of Illumination): \_\_\_\_\_

Screening Wall or Fence type \_\_\_\_\_

Greenbelt & Sprinkling System  
(Landscaping/Building): \_\_\_\_\_

*Show on Attached Drawing*

**\*\* MUST PROVIDE INTERIOR/EXTERIOR PHOTOS OF PROPERTY \*\***

Please use Reverse Side for Additional Comments

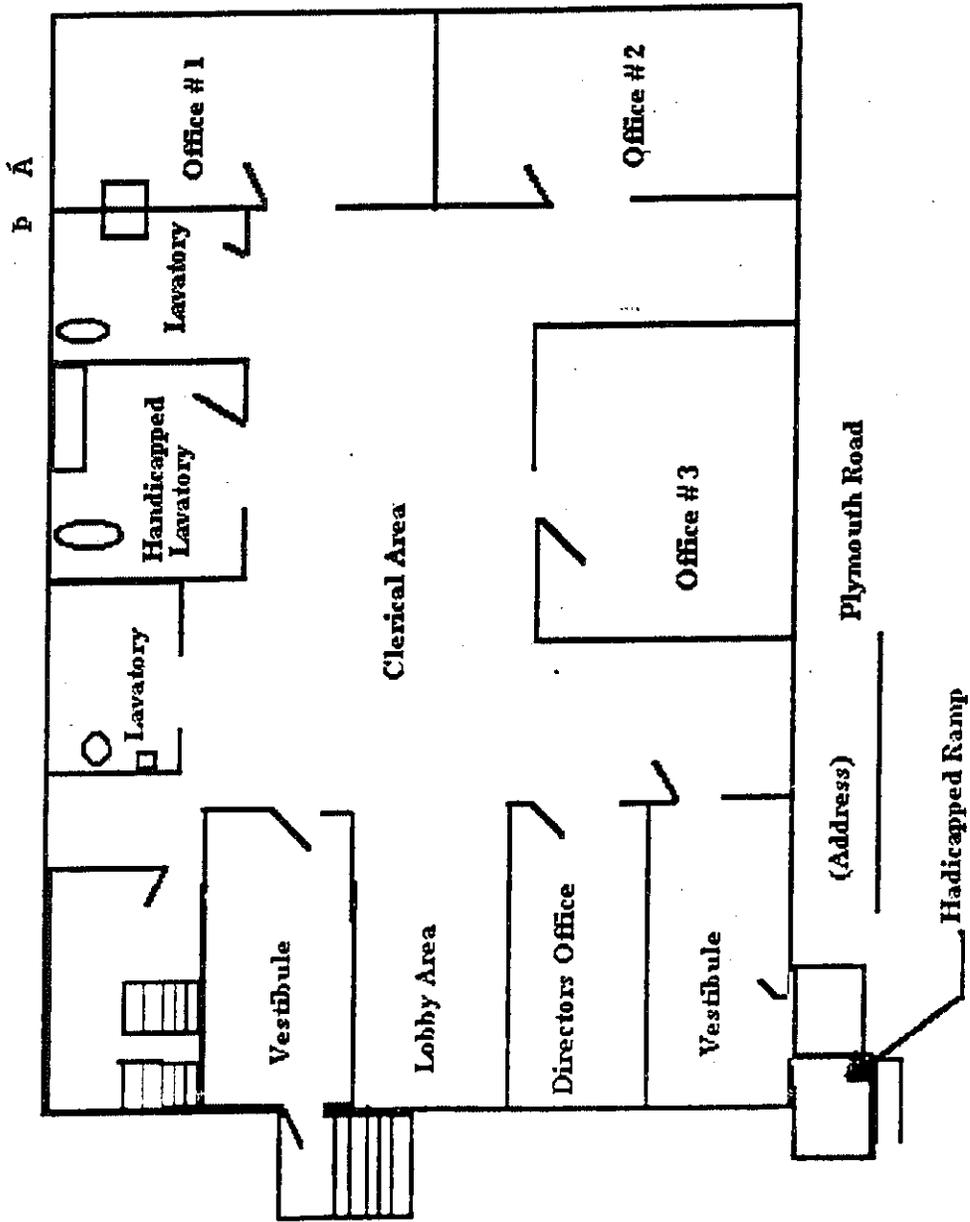
## Request for Confidentiality

I understand that my \_\_\_\_\_ application to Redford Township dated \_\_\_\_\_ and accompanying information could be given out through a Freedom of Information Act request. I hereby request that the following information be kept confidential. (Check those items of information you do not want released.)

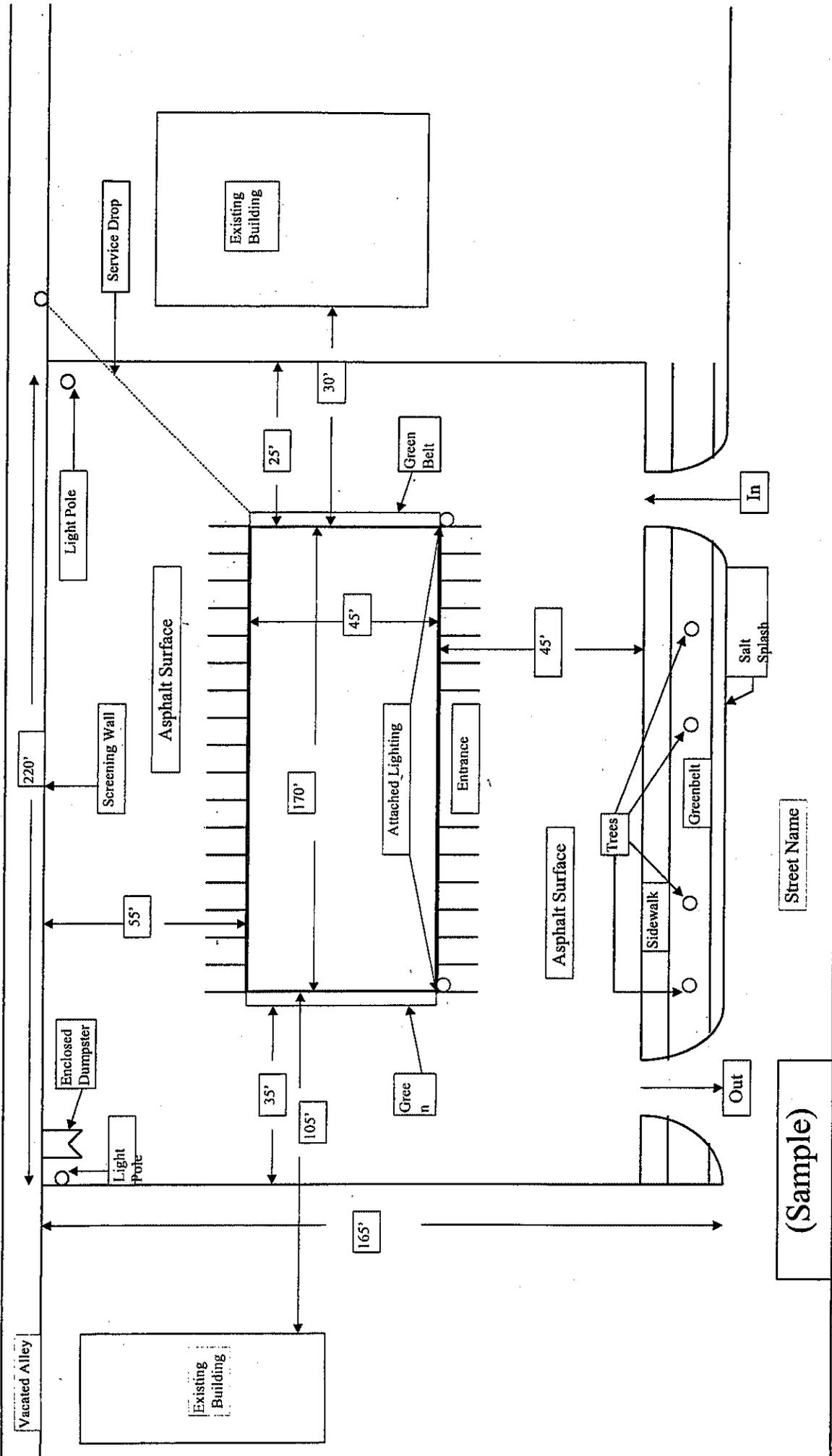
- Home Phone Number
- Home Address (Where application involves a different site)
- Date of Birth
- Driver's License Number (information)
- Workman's Compensation number
- Federal Employer I.D. number
- Other \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



< Sample > Need 3 Sets



Street Name

(Sample)

Please List Business Address, Nearest Side Streets, and Address of Adjacent Businesses

Sample > Need 3 Sets