



36725 Division Road, P.O. Box 457, Richmond, MI 48062

Building and Planning Department

586-727-7571 ext. 128 • 586-727-2489 Fax

***Zoning Application
for Planning Commission***

For a complete list of application fees, please refer to the City of Richmond Fee Schedule.

Preferred Class Designation of a Non-Conforming Use

OTHER (SPECIFY): _____

Property Address: _____

Parcel Number: _____

Application Number: _____

**PLANNING COMMISSION APPLICATION
CITY OF RICHMOND**

INSTRUCTIONS: Print or type requested information. Incomplete applications may delay processing of your request. Six (6) folded sets of the site plan are required with this application for review by the City Planners, City Engineers, Police, Fire, and the Department of Public Works. You will also be required to supply ten (10) additional folded sets of plans (drawings) for the Planning Commission's packets.

	APPLICATION INFORMATION
Name	
Address	
Telephone (home)	
Business name	
Business address	
Telephone (business)	
Business FAX number	
Project architect/engineer	
Address of architect/engineer	
Telephone of architect/engineer	

	PROPERTY/PROJECT INFORMATION
Address of subject property	
Parcel identification number	
Property owner (name/address)	
Current zoning	
Current use	
Proposed use	
Construction start date	
Owner of subject property (if different than applicant). If there are multiple owners, list names and address of each and indicate ownership interest. Attach additional sheets if necessary.	
Address of property owner (if different than applicant.)	
Real Estate Firm/Broker handling sale of property (if applicable). Provide	

	PROPERTY/PROJECT INFORMATION
name and address. Note: <i>If you do not own the subject property, you must provide a copy of a Purchase Agreement or instrument acceptable to the City indicating the owner is fully aware of, and in agreement with, the requested action.</i>	

APPLICANT CERTIFICATION	
By signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City to enter the property associated with this application for purposes of conducting necessary site inspections.	
By: _____ (Signature)	By: _____ (Signature)
Name: _____ (Type/print)	Name: _____ (Type/print)
Date: _____	Date: _____

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fees paid: Application fee _____ Deposit _____	Date received: _____ Date received: _____
Does application require a public hearing: <input type="checkbox"/> Planning Commission: _____ <input type="checkbox"/> City Council _____	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	
City Planner fees paid? _____	Other outstanding debts owed? _____ To _____ Amount _____
City Engineer fees paid? _____	C of O issued? _____ Date: _____

PREFERRED CLASS DESIGNATION OF A NON-CONFORMING USE APPLICATION

Project/Request Description Page:

1. Please describe your request in complete detail. The letter will need to explain the use(s) being proposed on the site along with measures to ensure compatibility with the surrounding properties.
2. Detailed Site Plan indicating the current condition of the site as well as any proposed future improvements to the site. The site plan shall be drawn subject to the attached checklist.

Please describe your request. Add additional pages, drawings, and other information required.

APPLICANT SITE PLAN CHECKLIST
Section 1418
City of Richmond

_____ **APPLICANT**
 _____ **ADDRESS**

#	✓	SITE PLAN ITEM
1		Date
2		North arrow
3		Scale not less than 1" = 50' and at least 1" = 100' for those of three acres or more
4		Applicant name
5		Applicant address
6		Applicant telephone number
7		Name of person/company preparing plan
8		Address of person/company preparing plan
9		Telephone number of person/company preparing plan
10		Imprint of professional seal
11		Size of property (parcel) in square feet
12		Existing lot lines with bearings and dimensions
13		Proposed lot lines with bearings and dimensions
14		Existing setbacks of buildings from lot lines
15		Setbacks of proposed buildings
16		Location, use, and size of existing and proposed easements
17		Location of abutting properties, structures, street right-of-ways, access drives, and driveways within 100 feet of subject property. Show pavement width of such
18		Location and dimensions of existing and proposed buildings and structures
19		Location and dimensions of existing and proposed signs
20		Location and dimensions of existing and proposed fences
21		Location and dimensions of existing and proposed walls
22		Location and dimensions of existing and proposed accessory buildings and storage sheds
23		Location and dimensions of existing and proposed (exterior) mechanical and similar equipment
24		Location and dimensions of existing and proposed dumpsters
25		Landscaping, location, height and type of fences and walls used to screen dumpsters and mechanical equipment
26		Site lighting, including location, type and height of fixtures

#	✓	SITE PLAN ITEM
27		Location and dimensions of existing and proposed drives
28		Location and dimensions of existing and proposed sidewalks
29		Location and dimensions of existing and proposed curb openings
30		Location and dimensions of existing and proposed curbing
31		Location and dimensions of existing and proposed loading and unloading areas/docks
32		Location and dimensions of existing and proposed parking areas and parking spaces. Also indicate number of spaces, size of typical space, and location and size of barrier-free spaces. Indicate method used to determine number of parking spaces required
33		Location and dimensions of existing and proposed vehicular circulation routes
34		Location and dimensions of existing and proposed pedestrian circulation routes
35		Zoning of abutting properties
36		Location and specification of proposed landscaping (size and type)
37		Indicate area to be irrigated
38		Size and location of existing and proposed sanitary sewers
39		Size and location of existing and proposed water systems
40		Size and location of existing and proposed storm sewers
41		Size and location of manholes, storm sewer intakes, and clean-outs
42		Location of existing and proposed fire hydrants
43		Location of all other public utilities on the site, or serving the site, including but not limited to, natural gas, electric, cable television, fiber optic, telephone and other voice cable
44		Surface water drainage system (surface and sub-surface)
45		Location of 100 year flood plan limits (if located on site)
46		Existing and proposed site topography (no less than two foot minimum contour intervals)
47		Street address, legal description, and parcel identification number
48		If residential, provide the number, size, bedroom mix of proposed dwelling units
49		Uses of existing and proposed building/structures and gross floor area of each
50		Square feet and percentage of site covered by buildings, structures, pavement and open space
51		Typical elevation views with dimensions and building materials
52		Location and dimensions of and recreation areas
53		Other:

**Note: The site plan checklist is provided as a convenience for those using the City of Richmond's Zoning Ordinance. It is not part of the ordinance and may not possess a full description of required site plan detail pursuant to the subject request. Readers are strongly advised to consult the Zoning Ordinance for pertinent information.