

Access Permit Application Form

Applicant/Ourses	
Applicant/Owner: Name	
Address of subject property:	
Marion County Map No.(s), if available:	
Marion County Parcel No.(s), Marion County Tax Account No. (s):	
Addition/Subdivision Name (if available)	
Lot, Block	
Mailing address	
City/State/Zip	
Day time phone ( )	
The owners of record of the subject property do hereby request permission	on to:
(In the interest of clarity and correctness, please be as specific as possible. If you need monof this sheet.)	ore space, please continue on the back
Fees and Deposits:	
Application Type: Access Permit Land Use Type I	
Application Fee (this fee is non-refundable): \$ 100.00	
Deposit Towards Actual Costs: \$ 325.00	
(Refer to Resolution 490, dated August 10, 2011 for Application type and fee)	
<ul><li>A complete application must include the following:</li><li>1. A site map of the property drawn to scale showing the following: exist</li></ul>	ting proporty lines, right of way
easements, and the location and dimensions of existing and propose	
private streets within or abutting the subject property.	
2. A description of how the proposed development complies with the ac	cess and transportation standards
found in Section 3.1.2 and 3.4.1 of the Detroit Development Code.	
Application accepted by:	Date
Application Determined Complete on this date:	
Application Determined Complete by:	

## CITY OF DETROIT

## Access Permit Application Form

The owners of record of the subject property do hereby request permission to (continued):		
FOR OFFICE USE ONLY		
Date pre-application conference:		
(Required Type III/ IV) Filing fee received:		
Deposit amount received:	-	
Date application received:		
Receipt No.	-	
	-	
Date copies to Planner, Engineer:  Date staff deemed application complete:	1	
	_	
Initials:	_	
Detroit City Council decision time limit(120 days after application is deemed complete):		
Date of public hearing mailing (at least 20 days prior to hearing):		
(Attach Certificate of Mailing)	•	
Date of Posting (at least 10 bus days prior to hearing):		
Staff report and recommendations avail (at least 7 days before hearing):		
Staff report and recommendations mailed (at least 7 days before hearing):		
Date of public hearing:		
Date of "continuance" public hearing:		
Council leaves the record open for additional written evidence or testimony, the	†	
record shall be left open for at least (seven) 7 days after the hearing		
Notice of Decision (4.1.5 F date sent within 5 days of decision for Type II/III):		
Appeal:	Yes	No
Extension of time (not to exceed 245 days):		

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All land use applicants shall be charged the ACTUAL COST to the City of Detroit of rendering a decision on their land use application. Cost shall include but not be limited to: contract planning services, City of Detroit staff time, city attorney time, cost of supplies, printing, legal notices, stamps, and city engineer time spent on reviewing the application.

The applicant will be required to pay a deposit in the amount set by ordinance. When a final decision is rendered by either staff or City Council the city will send a final invoice to the applicant. Building permits will not be issued until the land use fees are paid in full to the city.

In the event the actual cost does not exceed the deposit, the difference will be refunded the applicant. In the event an applicant chooses to withdraw an application prior to a final decision being made, the actual costs the city has incurred will be deducted from the deposit.

I certify I have read, understand, and agree to the charges outlined above. (applicant) \_\_\_\_\_\_ We, the following: Name:\_\_\_\_\_PHONE:\_\_\_\_ being the owners of record or contract purchasers of the subject property respectfully petition the Detroit City Council for permission to (describe request you are making): The applicant(s) shall certify that: The request does not violate any deed restrictions that may be attached to or imposed upon the subject property. If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval. All of the statements in this application and the statements in the plot plan, any attachments, and exhibits submitted with this application are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false. Dated this \_\_\_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_ Signature of each owner of the subject property. Print name after signature.