

**CITY OF DETROIT**

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**PRE-APPLICATION CONFERENCE  
APPLICATION/REQUEST FORM**

**Application Type and Deposit towards actual costs:**

Pre-App Conference \$1200.00

(Refer to Resolution No. 490, dated August 10 , 2011 for Application type and fee)

**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 ( ) \_\_\_\_\_

Project Name: \_\_\_\_\_

**Required Signatures:**

Applicant Signature:

Property Owner Signature:

Print Name:

Print Name:

Date:

Date:

Application accepted by: \_\_\_\_\_ Date \_\_\_\_\_

Application Determined Complete on this date: \_\_\_\_\_

Application Determined Complete by: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Date \_\_\_\_\_ Check No \_\_\_\_\_ Cash \_\_\_\_\_



A complete application must include the following:

1. Deposit
2. Preliminary site plan – Existing and proposed on-site structures and improvements including:
  - a. Location and dimensions and height of all existing and proposed buildings and structures
  - b. Public/private utilities
  - c. Proposed access/circulation/parking
  - d. Easements, public & private
  - e. Proposed and/or existing Landscaping including
    - i. Individual trees with a diameter of eight (8) inches or more measured four (4) feet above grade regardless of whether the trees are proposed for retention or removal as it relates to the proposed development (the plan may show clusters of trees rather than individual trees when individual trees are near one another).
  - f. Hazard Areas (slope, wetlands, riparian, flood)

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### Land Use Application Deposit Agreement

All land use applicants shall be charged the ACTUAL COST to the City of Detroit of rendering a decision on their land use application or pre-application conference. Cost shall include but not be limited to: Contract planning services (\$79/hr.), City of Detroit staff time (\$20/hr.), city attorney time (\$150/hr.), cost of supplies, printing, legal notices, stamps, city engineer time spent on reviewing the application (\$102/hr.), and contracted and city staff travel and meeting time if applicable.

The applicant will be required to pay a deposit in the amount set by Resolution. After completion of the review process or after 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 that the fees are not paid within 15 days from the invoice date, a lien will be placed on the subject property. Liens accrue interest of 1% from the 30<sup>th</sup> day after being posted to the lien docket and each 30 days thereafter (Res. No 490).

In the event the actual cost does not exceed the deposit, the difference will be refunded to 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 Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date