



Department of Planning and Economic Development
 1000 Rochester Hills Dr.
 Rochester Hills, MI 48309
 (248) 656-4660
planning@rochesterhills.org
www.rochesterhills.org

Development Application

Project Information

Name		
Description of Proposed Project and Use(s)		
Review Type (as defined in Section 138-2.200 & 138-7.100 of the City's Zoning Ordinance)		
Site Plan: <input type="checkbox"/> New <input type="checkbox"/> Amendment <input type="checkbox"/> Other (please describe):	Sketch Plan: <input type="checkbox"/> Administrative Review <input type="checkbox"/> PC Review	PUD <input type="checkbox"/> Concept Review <input type="checkbox"/> Final Review
Conditional Land Use (as indicated in Section 138-4.300 of the City's Zoning Ordinance) <input type="checkbox"/> Yes <input type="checkbox"/> No		

Property Information

Street Address	
Parcel Identification Number (can be obtained on the Property Tax Look-Up page on the City's website)	Property Dimensions Width at Road Frontage: _____ Depth: _____
Land Area (acres)	# of Lots/Units (if applicable)
Current Use(s)	Current Zoning
Wetland Use Permit Required	
<input type="checkbox"/> Yes, there are MDEQ regulated wetlands on the property <input type="checkbox"/> Yes, there are City regulated wetlands on the property <input type="checkbox"/> Unsure, a boundary determination is needed <input type="checkbox"/> No, there are NO regulated wetlands on the property	
Tree Removal Permit Required	
<input type="checkbox"/> Yes, there are regulated trees on the property <input type="checkbox"/> No, there are NO regulated trees on the property	
Steep Slope Permit Required	
<input type="checkbox"/> Yes, there are regulated slopes on the property located within 200 feet of a watercourse <input type="checkbox"/> Yes, there are regulated slopes on the property NOT located within 200 feet of a watercourse <input type="checkbox"/> No, there are NO regulated slopes on the property	



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Applicant Information

Name		
Address		
City	State	Zip
Phone	Email	
Applicant's Legal Interest in Property		

Property Owner Information Check here if same as above

Name		
Address		
City	State	Zip
Phone	Email	

Applicant's/Property Owner's Signature

<p>I (we) do certify that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.</p> <p>I (we) understand that if it is determined that the application is not complete, the City shall immediately identify in writing what is needed to make the application complete.</p> <p>I (we) authorize the employees and representatives of the City of Rochester Hills to enter and conduct an investigation of the above referenced property.</p>		
Applicant's Signature	Applicant's Printed Name	Date
Property Owner's Signature	Property Owner's Printed Name	Date

OFFICE USE ONLY

Date Filed	File #	Escrow #
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Development Application Instructions

For additional information, please refer to the Zoning Ordinance ([Chapter 138 of the Code of Ordinances](#)) which is available on the City's website.

1. **Completed Applications.** Applications must be submitted on the attached completed application with all information typed or printed in ink along with the following. **All plans must be folded and sealed.**
 - a. 20 copies of 24" x 36" Site Plans, including all the following applicable components: engineering, photometric, wetland, tree survey, landscape & storm water management
 - b. 8 copies of 24" x 36" Floor Plans and Elevations, including 11" x 17" colored renderings of the elevations
 - c. 2 copies of Environmental Impact Statement (EIS)
 - d. Information per Tree Preservation Ordinance (*if applicable*)
 - e. Wetland and Watercourse Boundary Determination Application (*if applicable*)
 - f. Copy of Purchase or Lease Agreement (*if applicable*)
 - g. Any other information which the applicant feels will aid the City in its review
 - h. PDF files of all of the above submitted information

2. **Review Process.** City staff and consultants will review the plans to ensure compliance with City ordinances within 15 days of submittal (10 days for subsequent reviews). If it is determined that one or more applicable item(s) are not included or need to be modified, the applicant will be contacted. Incomplete site plans will not be placed on a Planning Commission agenda until all necessary information is submitted and reviewed.

Administrative Review

Plans that can be reviewed administratively in accordance with [Section 138-2.200 Site Plan Review](#) shall be reviewed within 10 days of submittal and only 5 sets of plans are required for submittal

When it is determined by City staff that the plan review is complete and any necessary revisions have been made, the applicant shall submit 10 sets of 11" x 17" folded plans and PDF files of the plans a minimum of 5 days prior to the scheduled planning commission meeting. Planning Commission meetings are generally held the third Tuesday of each month at 7:00 P.M.

3. **Fees.** Established fees as indicated on the attached Fee Schedule. Checks should be made payable to the City of Rochester Hills.
4. **Questions or Clarifications.** Please contact the Department of Planning and Economic Development at the contact information above for questions or clarifications.



Fee Schedule

Review	Fee Schedule	Estimated Fee	
Administrative Review	Billed based on the actual cost to the City for the service at a rate of \$75 per hour, a minimum escrow deposit of \$500 is required to start the process		
Building	\$75 per hour (<i>min. escrow deposit \$250</i>)	\$	
Fire	\$75 per hour (<i>min. escrow deposit \$150</i>)	\$	
Parks & Forestry	\$75 per hour (<i>min. escrow deposit \$250</i>)	\$	
Engineering	Site Plans \$1,100 (up to 10 acres) + \$90 per acre over 10 acres	\$	
	Steep Slope Analysis \$75 per hour	\$	
	Site Condominiums a. Preliminary Site Condo. \$950 (up to 10 acres) + \$95 per acre over 10 acres (up to \$3,500 max.) b. Final Site Condo. \$500 (up to 10 acres) + \$45 per acre over 10 acres (up to \$1,800 max.) c. Master Deed & Exhibits. \$700 (up to 10 acres) + \$35 per acre over 10 acres	\$	
	Subdivision Development a. Pre-preliminary. \$800 (up to 10 acres) + \$75 per acre over 10 acres (up to \$2,500 max.) b. Tentative Preliminary. \$950 (up to 10 acres) + \$95 per acre over 10 acres (up to \$3,500 max.) c. Final Preliminary. \$500 (up to 10 acres) + \$45 per acre over 10 acres (up to \$1,800 max.) d. Final Plat. \$1,800+ \$95 per acre over 10 acres	\$	
	Site Plans a. Multi-Family, Cluster, Mobile Home Parks. \$1,000 + \$18 per unit b. Commercial, Office, Research & Industrial. \$1,500 + \$75 per acre c. Semi-Public (schools, churches). \$1,500 + \$475 per acre	\$	
	Site Condominiums a. Preliminary Site Condominium. \$900 + \$10 per building site b. Final Site Condominium. \$600 + \$10 per building site c. Master Deed. \$500 for each review by the City Attorney	\$	
Planning (Development Services)	Subdivision Development a. Concept Review. No fee for 1 st meeting, additional meetings \$250 each b. Tentative Preliminary. Regular Plan \$900 + \$10 per lot + \$500 for Open Space Option (<i>if applicable</i>) c. Final Preliminary. \$600 + \$10 per lot d. Final Plat. \$600 + \$10 per lot	\$	
	Conditional Land Use. \$750	\$	
	Rezoning. \$750	\$	
	Legal Fee Review. \$115 per document	\$	
	Extension of Approval a. Administrative Approval. \$250 b. Planning Commission or City Council Approval. \$500 per meeting	\$	
	Landscape Plan Review \$75 per hour (<i>min. escrow deposit \$500</i>)	\$	
	Tree Conservation Review. \$750	\$	
	Brownfield Redevelopment Plan Review. \$2,500 to begin review process	\$	
Planning (Environmental Services)	Wetland Determination/Use Permit. \$500 (less than 2 acres), \$1,000 (2 to 5 acres), \$1,500 (over 5 acres to begin the delineation process)	\$	
	Steep Slope Analysis \$75 per hour	\$	
	Internal Review, Consultation, Field Inspection a. City Staff. \$75 per hour b. Outside Consultant. City's cost for services	\$	
	Other	Work not covered above will be billed based on the actual cost to the City for the service at a rate of \$75 per hour, a minimum escrow deposit of \$500 is required to start the work	\$
	SUBTOTAL		\$
	Administrative Fee (20% of the subtotal)		X 1.20
TOTAL		\$	

These fees are intended to cover two plan reviews, after which time a review of the escrow account will be conducted, additional fees may be necessary at that time to complete the plan review and approval process