Planning Department
City of Royal Oak
211 Williams St. / P.O. Box 64
Royal Oak, Michigan 48068-0064
(248) 246-3280 FAX (248) 246-3005
City Website: *www.ci.royal-oak.mi.us*

CASE NUMBER:

PC -
- ☐ SITE PLAN
- ☐ SPECIAL LAND USE
- ☐ SITE PLAN w/ public hearing
- ☐ REZONING / Z.O. AMEND.
- ☐ PUD

ZBA -
- ☐ DIMENSIONAL VARIANCE
- ☐ USE VARIANCE
- ☐ INTERP. / ADMIN. APPEAL
- ☐ RECONSIDERATION

(To be completed by the Planning Department)

Application For Plan Commission and/or Zoning Board of Appeals

Property Address, Parcel ID Number, & Legal Description:

(#)	(n/s/e/w)	(name)	(suffix)

72-

Parcel ID Number(s)

Legal Description (attach copy if necessary)

Project Description

Does project involve SMD, SDD or other liquor license? ☐ Yes ☐ No

Applicant Information

(Must have legal interest in the property)

Name:				Birth Date	- -
Address:					
City:		State:		Zip:	-
Phone:		or			
Fax:		E-Mail:			

☐ Own the property

☐ Lease the property, if so what is term of lease: years w/ option? ☐ Yes ☐ No

☐ Have offer to purchase property (attach purchase agreement)

☐ Other property interest: (e.g., architect, attorney, contractor, etc.)

Primary Contact

(if other than applicant)

Name:		Phone:	
Relationship to Applicant: *(e.g., architect, attorney, contractor, etc.)*			

Property Owner Information

☐ Same as Applicant

Name:				Birth Date	- -
Address:					
City:		State:		Zip:	-
Phone:		or			
Fax:		E-Mail:			

Property Owner Signature *(if other than applicant):*

Signature

X

Signature of Applicant

STATE OF MICHIGAN,
COUNTY OF OAKLAND ss:

On this _____day of _____, A.D., 20___,

Before me personally appeared the above named person, who being dully sworn, says that he/she has read the foregoing application for Plan Commission and/or Zoning Board of Appeals, by him/her signed and knows the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief, and as to those matters, he/she believes it to be true.

Notary Public of Oakland County, Michigan

My Commission Expires: _____

Fees (see notes below)

Plan Commission	
☐ Site Plan Review	**$ 500**
☐ Site Plan Review w/ Public Hearing *	**$ 900**
☐ Special Land Use (includes site plan review) *	**$ 1,500**
☐ Rezoning Request *	**$ 1,000**
☐ Site Plan / Special Land Use Renewal **	**$ 500**
☐ Planned Unit Development	**-**
☐ Preliminary Site Plan Review *	**$ 1,000**
☐ Final Site Plan Review *	**$ 1,000**
☐ City Commission Review of Rezoning to PUD & Development Agreement	**$ 2,000**
☐ Special Meeting Requested by Petitioner ****	**$ 500**
☐ Other:	
Zoning Board of Appeals	
☐ Variance (Use or Dimensional) *	**$ 700**
☐ Administrative Appeal or Interpretation *	**$ 700**
☐ Request for Reconsideration ***	**$ 500**
☐ Special Meeting Requested by Petitioner ****	**$ 500**
☐ Other:	

Notes on Fees:

Fees are doubled if work is commenced prior to filing an application for review and obtaining necessary approvals.

Items postponed by the Plan Commission, Zoning Board of Appeals, or petitioner are subject to a new application fee or as determined by the Zoning Administrator.

* Requires public hearings and notifications to be provided. Notification will be distributed by the city pursuant to state law and local ordinance.

** Zoning Administrator may require fee to review and/or extend site plans and/or special land use approvals that have expired, if a site plan has been significantly modified since its approval, or if review by staff is required to ensure contingencies are consistent with approval.

*** Fee for reconsideration request only. If reconsideration is granted, a new variance application with an additional $700 fee is required.

**** Additional fee.

Total **$**

Placement on Agenda

The application fee should be paid at the Treasurer's Office, Room # 109 of the City Hall building.

In order to be considered at an upcoming meeting, this application and all required documents must be submitted to the Planning Department by the established **"cut-off"** date for the next regular meeting date of the Plan Commission and/or Zoning Board of Appeals.

Applicant or representative must be present at meeting(s).

For a list of the information that must accompany this application please refer to the **Plan Commission - Site Plan Review Checklist** **OR** **Zoning Board of Appeals Checklist**.

Treasurer's Office (Official Use Only)

This application is valid when signed by the cashier at the Treasurer's Office, confirming payment of fee.

Application Account Number: **101.000.62901**

Receipt Number:

Taxes & Water Bills:

☐ Paid

☐ Not Paid in Full Amount Owned: **$**

Cashier's Signature: