

City of Hamtramck, Michigan

**PLAN COMMISSION**

*Community & Economic Development Department*

3401 Evaline Avenue, Hamtramck, Michigan 48212

**APPLICATION DESCRIPTION**

Phone: 313-870-0355 Fax: 313-876-7771

All applications associated with site plan, special land uses, rezoning requests or land divisions are required to be reviewed and approved (or recommended by the Plan Commission and approved by the City Council) by the Plan Commission.

The following application lists the various types of land use request that are reviewed by the Plan Commission. In addition to this Plan Commission Application, the applications for specific site plan, special land uses, rezoning requests or land divisions must also be provided.

This general Plan Commission Application is intended to provide the Community & Economic Development Department with adequate information to assist residents, businesses and developers on a case-by-case basis. By completing and submitting the Plan Commission Application, the Community & Economic Development Department will be able to provide specific information related to particular development guidelines, meeting timeframes, review requirements, fees, etc.

#### **Escrow Account**

Commercial \$1500.00

Residential \$500.00

\*All monies to be collected at time of application. Used for the purpose of the Planning consultant contracted by the City. Monies not used will be returned to the applicant. If necessary, additional deposits will be required to be made to the escrow account due to unforeseen fees.

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Community & Economic Development Department

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Phone: 313-870-0355 Fax: 313-876-7771

**APPLICATION**

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only:**

Case Number: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_

Planning File Number: \_\_\_\_\_

Authorization: \_\_\_\_\_

<b>I. Application Type</b>			
<b>Review Requested:</b> <input type="checkbox"/> Preliminary Site Plan <input type="checkbox"/> Final Site Plan <input type="checkbox"/> Combined Site Plan <input type="checkbox"/> Rezoning <input type="checkbox"/> Special Land Use <input type="checkbox"/> Lot Split		<b>Purpose/Fee:</b> <input type="checkbox"/> Demolition - \$10.00 <input type="checkbox"/> New Construction - \$100.00 <input type="checkbox"/> Structural Alteration - \$100.00 <input type="checkbox"/> Rezoning - \$350.00 <input type="checkbox"/> Special Land Use - \$350 (One-time fee)	
<b>II. Identification</b>			
<b>Applicant:</b>		<b>Last Name:</b>	
<b>Address:</b>		<b>City:</b>	
<b>Telephone Number:</b>		<b>Fax Number:</b>	
<b>Are you the Property Owner?</b>		<b>Relationship to Property Owner:</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>PROPERTY OWNER:</b>		<b>Last Name:</b>	
<b>Address:</b>		<b>City:</b>	
<b>Telephone Number:</b>		<b>Fax Number:</b>	
<b>PREPARER:</b>		<b>Last Name:</b>	
<b>Address:</b>		<b>City:</b>	
<b>Telephone Number:</b>		<b>Fax number:</b>	
<b>III. Property</b>			
<b>Common Address of the Development:</b>			
<b>Lot Width:</b>		<b>Lot Depth:</b>	
<b>Lot Area:</b>		<b>Frontage:</b>	

<b>Zoning District:</b>	<b>Neighboring Zoning Categories:</b>
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<b>Name of the Proposed Development:</b>
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<b>Detailed Description of Proposed Land Use (attach additional pages if necessary):</b>
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<b>IV. Supplemental Materials Required</b>
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<p>Please attach the following materials with the application submittal to the Community &amp; Economic Development Department at least fifteen (15) days prior to the next regularly schedule Plan Commission meeting:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Legal Description of the property</li><li><input type="checkbox"/> Ten (10) copies of Plan Commission Application</li><li><input type="checkbox"/> Ten (10) copies of Site Plan Review Checklist</li><li><input type="checkbox"/> Ten (10) copies of Site Plan</li><li><input type="checkbox"/> Digital Photo of front elevation (Special Land Use Only)</li></ul>
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<b>V. Property Owner's Signature</b>
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Property Owner's Signature:	Date:
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## Hamtramck Fees

CED	Plan Commission	
CED	Site Plan Approval	500
CED	Lot Split/Combine Application	250
CED	Special Land Use	500
CED	Zoning Board of Appeals	
CED	Dimensional Variance Request (Resident)	250
CED	Dimensional Variance Request (Business)	500
CED	Use Variance Request (Resident)	250
CED	Use Variance Request (Business)	500
CED	Code Official/Interpretation Appeal	2500
CED	Sidewalk Café Permit	100
CED	Brownfield Application	500
CED	Urban Garden/Adopt a lot	20
CED	Brownfield Site Assessment Nomination	100
CED	Industrial Facilities Tax Abatement	500
CED	Film Permit Application	200
CED	Feature Film/Television/Video (Per Day)	100
CED	On Street Base Camp (Per Day)	50
CED	Equipment (Barricades, signage, etc.) (Per Day)	100
CED	Parking Space/Lot Rental	
CED	Shopper's World (75 Spaces) (Per Day)	300
CED	McDougall (30 Spaces) (Per Day)	120
CED	Florian (10 Spaces) (Per Day)	40
CED	Poland (10 Spaces) (Per Day)	40
CED	Evaline (2 Lots 10 Spaces) (Per Day)	40
CED	On-Street Parking (Per Space) (Per Day)	15
CED	Extended Hours (8PM – 7AM) (Per Day)	100
CED	Staff Wages (Police Officer with Car) (Per Hour)	75
CED	Staff Wages (Public Works) (Per Hour)	50