



Planning Division
South Troy Street
203 Royal Oak, MI 48067
248.246.3280

Applications to the Planning Commission and Zoning Board of Appeals may also be filed using the city's BS&A on-line portal at the following link:

https://bsaonline.com/Account/LogOn?ReturnUrl=%2fCD_PzeProcessApplication%2fApplyForPzeProcess&uid=1652

Application for Planning Commission & Zoning Board of Appeals							
Property Address & Parcel I.D. Number(s)							
	Property or Street Address						
	Parcel I.D. Number(s)						
Project Description							
	Does the project involve an SMD, SDD, or other liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Applicant <i>(Must have legal interest in the property)</i>	Name:						
	Firm:						
	Address:						
	City:			State:		Zip:	
	Phone:			E-Mail:			
	<input type="checkbox"/> Own the property						
	<input type="checkbox"/> Lease the property		If so, what is term of lease?		Years:		w/ option? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Have offer to purchase property (attach purchase agreement)						
	<input type="checkbox"/> Other property interest: (e.g., architect, attorney, contractor, etc.)						
	Primary Contact <input type="checkbox"/> Same as Applicant	Name:					
Firm:							
Address:							
City:				State:		Zip:	
Phone:				E-Mail:			
Relationship to Applicant: (e.g., architect, attorney, contractor, etc.)							
Property Owner <input type="checkbox"/> Same as Applicant	Name:						
	Firm:						
	Address:						
	City:			State:		Zip:	
	Phone:			E-Mail:			
	Property Owner Signature (if other than applicant)						

Signature		Fees (see notes below)	
X _____		Planning Commission	
Signature of Applicant		<input type="checkbox"/> Site Plan Review \$ 500 <input type="checkbox"/> with Public Hearing Requested Petitioner (optional) * \$ 900 <input type="checkbox"/> Special Land Use (includes Site Plan Review) * \$ 1,500 <input type="checkbox"/> Rezoning Request * \$ 1,000 <input type="checkbox"/> Conditional Rezoning Request * \$ 1,500 <input type="checkbox"/> Special Redevelopment Project * \$ 1,500 <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Preliminary Site Plan Review * \$ 1,000 <input type="checkbox"/> Final Site Plan Review * \$ 1,000 <input type="checkbox"/> City Commission Review (PUD Rezoning & Development Agreement) \$ 2,000 <input type="checkbox"/> Site Plan / Special Land Use Renewal ** \$ 500 <input type="checkbox"/> Special Meeting Requested by Petitioner **** \$ 500 <input type="checkbox"/> Other:	
STATE OF MICHIGAN, COUNTY OF OAKLAND ss:		Zoning Board of Appeals	
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, 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.		<input type="checkbox"/> Variance (Use or Dimensional) * \$ 700 <input type="checkbox"/> Administrative Appeal or Interpretation * \$ 700 <input type="checkbox"/> Request for Reconsideration *** \$ 500 <input type="checkbox"/> Special Meeting Requested by Petitioner **** \$ 500 <input type="checkbox"/> Other:	
X _____ Notary Public of Oakland County, Michigan		Total \$	
My Commission Expires: _____			
Notes on Fees: Items postponed by the Planning 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 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.			
Placement on Planning Commission or Zoning Board of Appeals Agenda: The non-refundable application fee should be paid to "City of Royal Oak" at the Treasurer's Office on the first floor of City Hall or by mail to 203 S. Troy St., Royal Oak, MI 48067. In order to be considered at an upcoming meeting, this application and all required documents and materials must be submitted to the Planning Division by the established deadline or " cut-off " date for the next regular meeting of the Planning Commission and/or Zoning Board of Appeals. SUBMISSION OF AN APPLICATION BY THE "CUT-OFF" DATE DOES NOT GUARANTEE PLACEMENT ON THE AGENDA. The applicant or a representative must be present at ALL meetings. For a list of the information that must accompany this application please refer to the SITE PLAN REVIEW CHECKLIST or VARIANCE 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.		Taxes & Water Bills: <input type="checkbox"/> Paid <input type="checkbox"/> Not Paid in Full Amount Owed: \$ _____ Cashier's Signature:	
Application Account Number: 101.000.62901 Receipt Number:			

Planning Commission – Site Plan Review Checklist

Petitioners may file an application for site plan review by the Royal Oak Planning Commission either in person or by mail using this form. Petitioners may also file an application using the city's BS&A on-line portal at the following link:

https://bsaonline.com/Account/LogOn?ReturnUrl=%2fCD_PzeProcessApplication%2fApplyForPzeProcess&uid=1652

Petitioners must submit complete sets of plans and drawings including a professionally prepared site plan to be considered for placement on a planning commission agenda. **Complete sets of plans and drawings must include the following:**

- Plans and drawings **signed and sealed** by a registered architect or engineer.
- Site plans and landscaping plans drawn to an engineer's scale. Floor plans and façade elevations drawn to an architect's scale.
- Name, street address, telephone number, and e-mail address of all individuals who prepared the plans and drawings.
- Property addresses, legal descriptions, and parcel identification numbers.
- Dates of preparation or revision, scales, and north arrows.
- Dimensions of all parcel boundaries showing the relationship of the subject site to abutting properties.
- Location and dimensions of all adjacent public rights-of-way, curb cuts, driveways, and sidewalks (public and private).
- Utilities, easements, and right-of-way improvements including street lights, street trees, fire hydrants, public signage, and other streetscape improvements.
- Location and dimensions of all existing and proposed structures and additions, landscaped areas, screening walls, exterior lighting, refuse enclosures, outdoor storage or display and sales areas, driveways, parking spaces and maneuvering aisles, drive-through lanes and stacking spaces, loading and unloading spaces, and all other relevant site features.
- Floor plans identifying the use of **all** floor space.
- Façade elevations illustrating the building design including material types, colors, etc.
- Summary table illustrating the gross and usable floor area, number of required and provided parking spaces, site area in square feet or acres, building dimensions and setbacks, open space percentage, and lot coverage percentage, all according to the [Royal Oak Zoning Ordinance](#).
- Landscape plans indicating the location, type, and size of plants and vegetation and the means of irrigation.
- Master signage plans indicating the number, size, and location of all existing and proposed signs.
- Written description of the project and a business plan describing the use of the property and **all** activities to be undertaken on the premises.

Petitioners must submit a completed application form and all required fees along with **one (1) electronic copy of all plans and drawings (pdf, jpg, or tif format)** in advance of the established application deadline or "cut-off" date for a planning commission meeting. Printed plan sheets are not required.

The plans and drawings will be reviewed by staff for compliance with the [Royal Oak Zoning Ordinance](#) and all other [codes and ordinances](#). Following this review, the petitioner will be notified of any necessary revisions or additions that need to be made to the plans and drawings. Once the initial review and any required revisions or additions to the plans and drawings are completed, the petitioner must submit **one (1) electronic copy of all revised plans and drawings (pdf, jpg, or tif format)**. Printed copies are not required.

Once plans and drawings are approved by the planning commission they must be submitted and approved by the building and engineering divisions prior to issuance of any building or right-of-way permits. All plans and drawings submitted for permits must first be approved by the planning division to verify compliance with the [Royal Oak Zoning Ordinance](#) and the approved site plan.

Copies of all city codes and ordinances, such as the [zoning ordinance](#), [sign ordinance](#), and [stormwater detention ordinance](#), may be found at this link:

<https://ecode360.com/RO2029>

Copies of the [Royal Oak Zoning Map](#) may be found at this link:

<https://www.romi.gov/303/Zoning-District-Maps>

Please note:

APPLICATIONS WITHOUT ELECTRONIC COPIES OF PLANS AND DRAWINGS WILL NOT BE ACCEPTED.

SUBMISSION BY THE APPLICATION DEADLINE DOES NOT GUARANTEE PLACEMENT ON AN AGENDA.