



Building & Planning
 3338 Coolidge Hwy
 Berkley, MI 48072
 248-658-3320
 Fax: 248-658-3301
 www.berkleymich.org

CITY OF BERKLEY, MICHIGAN

APPLICATION FOR SITE PLAN REVIEW

A complete application, a check payable to the 'City of Berkley', and 18 copies of a complete set of **signed, sealed and folded** plans must be submitted to the City of Berkley one month prior to the date of the Planning Commission meeting. If engineering review is required, an additional fee must be submitted. Should the review fees be greater than the required minimum, sufficient additional charges will be imposed to satisfy the additional review fees. All fee obligations must be satisfied prior to permit approval.

The Planning Commission meets the fourth Tuesday of every month. The meetings are held at 7:30 p.m. in the Council Chambers at the City Hall, 3338 Coolidge

Applicant:

Name: _____ Phone: _____

Complete Address: _____

Property Owner (if different than above):

Name: _____ Phone: _____

Complete Address: _____

Representative:

Name: _____ Title: _____

Description of Property for Review:

Lot Number _____ Subdivision _____

Street Address: _____

Reason for Review by Planning Commission: _____

I understand that Planning Commissioners may need to access my property to better understand my case.

 Signature of Applicant

 Date

| | | |
|--|--------------------------------------|--------------------|
| Fees: Site Plan Review: \$350.00 | Façade Change: \$200.00 | Revision: \$100.00 |
| Engineering (Multiple Family): \$1,100 | Engineering (Non Residential): \$800 | |

If an application is withdrawn more than 2 weeks prior to the meeting date, 90% of the fee will be refunded. If the application is withdrawn less than 2 weeks prior to the meeting, no refund will be given. Engineering review fees are not refundable.

Office use only Account Number: 1019

Received _____ Receipt # _____ Hearing Date _____ Case # _____

City Planning Commission Disposition: _____