



# Special Land Use Permit Application

## Planning Division

*Form will not be processed until it is completely filled out.*

### 1. Applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 2. Applicant's Attorney/Contact Person

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Project Designer/Developer

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 3. Required Attachments

- Warranty Deed with legal description of property
- Required fee (see Fee Schedule for applicable amount)
- Two (2) folded copies of scaled plans including a certified land survey, color elevations showing all materials, site plan, landscape plan, photometric plan, and interior floor plan
- Photographs of existing site and/or building
- An itemized list of all changes for which approval is requested
- Samples of all materials to be used
- Catalog sheets for all proposed lighting, mechanical equipment and outdoor furniture
- A signed letter from DTE approving the location of all electrical transformers and electrical equipment
- Completed Checklist
- Digital copy of plans
- Additional information as required

### 4. Project Information

Address/Location of Property: \_\_\_\_\_  
\_\_\_\_\_  
Name of Development: \_\_\_\_\_  
Sidwell #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_  
Zoning of Adjacent Properties: \_\_\_\_\_  
Is there a current SLUP in effect for this site?: \_\_\_\_\_  
Is property located in the floodplain? \_\_\_\_\_

Name of Historic District site is in, if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of DRB approval, if any: \_\_\_\_\_  
Date of Last SLUP Amendment: \_\_\_\_\_  
Will proposed project require the division of platted lots? \_\_\_\_\_

### 5. Details of the Nature of Work Proposed (Site plan & design elements)

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**11. Streetscape**

Sidewalk width: \_\_\_\_\_  
Number of benches: \_\_\_\_\_  
Number of planters: \_\_\_\_\_  
Number of existing street trees: \_\_\_\_\_  
Number of proposed street trees: \_\_\_\_\_  
Streetscape Plan submitted?: \_\_\_\_\_

Description of benches or planters: \_\_\_\_\_  
\_\_\_\_\_  
Species of existing street trees: \_\_\_\_\_  
Species of proposed street trees: \_\_\_\_\_  
\_\_\_\_\_

**12. Loading**

Required number of loading spaces: \_\_\_\_\_  
Typical angle of loading spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of loading spaces on the site: \_\_\_\_\_

Proposed number of loading spaces: \_\_\_\_\_  
Typical size of loading spaces: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**13. Exterior Trash Receptacles**

Required number of trash receptacles: \_\_\_\_\_  
Location of trash receptacles: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Proposed number of trash receptacles: \_\_\_\_\_  
Size of trash receptacles: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**14. Mechanical Equipment**

**Utilities & Transformers:**

Number of ground mounted transformers: \_\_\_\_\_  
Size of transformers (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Number of utility easements: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Location of all utilities & easements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**Ground Mounted Mechanical Equipment:**

Number of ground mounted units: \_\_\_\_\_  
Size of ground mounted units (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**Rooftop Mechanical Equipment:**

Number of rooftop units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of screenwalls: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
Size of rooftop units (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Percentage of rooftop covered by mechanical units: \_\_\_\_\_  
Distance from units to rooftop units to screenwall: \_\_\_\_\_  
\_\_\_\_\_

**15. Accessory Buildings**

Number of accessory buildings: \_\_\_\_\_  
Location of accessory buildings: \_\_\_\_\_

Size of accessory buildings: \_\_\_\_\_  
Height of accessory buildings: \_\_\_\_\_

**16. Building Lighting**

Number of light standards on building: \_\_\_\_\_  
Size of light fixtures (LxWxH): \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_  
Height from grade: \_\_\_\_\_

Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Proposed wattage per fixture: \_\_\_\_\_  
Number & location of holiday tree lighting receptacles: \_\_\_\_\_

**The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan or Special Land Use Permit. The undersigned further states that they have reviewed the procedures and guidelines for site plan review and Special Land Use Permits in Birmingham and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.**

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Architect: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Office Use Only*

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Accepted by: \_\_\_\_\_



## SPECIAL LAND USE PERMIT APPLICATION CHECKLIST – PLANNING DIVISION

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Project: \_\_\_\_\_

All site plans and elevation drawings prepared for approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Birmingham. If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Plans must be no larger than 24” x 36”, and must be folded and stapled together. The address of the site must be clearly noted on all plans and supporting documentation.

### Site Plan for Special Land Use Permit

A full site plan detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1” = 100’ (unless the drawing will not fit on one 24” X 36” sheet) and shall include:

- \_\_\_\_\_ 1. Name and address of applicant and proof of ownership;
- \_\_\_\_\_ 2. Name of Development (if applicable);
- \_\_\_\_\_ 3. Address of site and legal description of the real estate;
- \_\_\_\_\_ 4. Name and address of the land surveyor;
- \_\_\_\_\_ 5. Legend and notes, including a graphic scale, north point, and date;
- \_\_\_\_\_ 6. A separate location map;
- \_\_\_\_\_ 7. A map showing the boundary lines of adjacent land and the existing zoning of the area proposed to be developed as well as the adjacent land;
- \_\_\_\_\_ 8. A list of all requested elements / changes to the site plan;
- \_\_\_\_\_ 9. Any changes requested marked in color on the site plan and on all elevations of any building(s);
- \_\_\_\_\_ 10. A chart indicating the dates of any previous approvals by the Planning Board, Board of Zoning Appeals, Design Review Board, City Commission, or the Historic District Committee (“HDC”);
- \_\_\_\_\_ 11. Existing and proposed layout of streets, open space and other basic elements of the plan;
- \_\_\_\_\_ 12. Existing and proposed utilities and easements and their purpose;
- \_\_\_\_\_ 13. Location of natural streams, regulated drains, 100-year flood plains, floodway, water courses, marshes, wooded areas, isolated preservable trees, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants and any other significant feature(s) that may influence the design of the development;
- \_\_\_\_\_ 14. General description, location, and types of structures on the site;
- \_\_\_\_\_ 15. Details of existing or proposed lighting, signage and other pertinent development features;
- \_\_\_\_\_ 16. A landscape plan showing all existing and proposed planting and screening materials, including the number, size, and type of plantings proposed and the method of irrigation; and
- \_\_\_\_\_ 17. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.

### Elevation Drawings

Complete elevation drawings detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- \_\_\_\_\_ 18. Name and address of applicant and proof of ownership;
- \_\_\_\_\_ 19. Name of Development (if applicable);
- \_\_\_\_\_ 20. Address of site and legal description of the real estate;
- \_\_\_\_\_ 21. A separate location map;
- \_\_\_\_\_ 22. Legend and notes, including a graphic scale, north point, date and all relevant dimensions;
- \_\_\_\_\_ 23. Color elevation drawings showing the proposed design for each façade of the building;
- \_\_\_\_\_ 24. Itemized list of all materials to be used, including exact size specifications, color, style, and the name of the manufacturer; and
- \_\_\_\_\_ 25. Elevation drawings of all screenwalls to be utilized in concealing any exposed mechanical or electrical equipment, trash receptacle areas and parking areas;
- \_\_\_\_\_ 26. Details of existing or proposed lighting, signage and other pertinent development features;
- \_\_\_\_\_ 27. A list of any requested design changes;
- \_\_\_\_\_ 28. Location of all exterior lighting fixtures, exact size specifications, color, style and the name of the manufacturer of all fixtures, and a photometry analysis of all exterior lighting fixtures showing light levels to all property lines; and
- \_\_\_\_\_ 29. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.



# Notice Signs - Rental Application Community Development

### 1. Applicant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

### 2. Project Information

Address/Location of Property: \_\_\_\_\_  
Name of Development: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_

Name of Historic District site is in, if any: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

### 3. Date of Board Review

Board of Building Trades Appeals: \_\_\_\_\_  
City Commission: \_\_\_\_\_  
Historic District Commission: \_\_\_\_\_  
Planning Board: \_\_\_\_\_

Board of Zoning Appeals: \_\_\_\_\_  
Design Review Board: \_\_\_\_\_  
Housing Board of Appeals: \_\_\_\_\_

**The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to post the Notice Sign(s) at least 15 days prior to the date on which the project will be reviewed by the appropriate board or commission, and to ensure that the Notice Sign(s) remains posted during the entire 15 day mandatory posting period. The undersigned further agrees to pay a rental fee and security deposit for the Notice Sign(s), and to remove all such signs on the day immediately following the date of the hearing at which the project was reviewed. The security deposit will be refunded when the Notice Sign(s) are returned undamaged to the Community Development Department. Failure to return the Notice Sign(s) and/or damage to the Notice Sign(s) will result in forfeiture of the security deposit.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



## Fee Schedule

Administrative Approval	\$100.00
Board of Zoning Appeals	
• Single Family Residential	\$310
• All Others	\$510
Community Impact Study Review	\$2,000 / plus postage
Design Review	\$300 / plus postage
Lot Division	\$200 / parcel affected
Historic District Review	
• Single Family Residential District	No charge
• All other zone districts	\$300 / plus postage
Public Notice Sign	\$50 / refundable deposit \$50 fee
Site Plan Review	
• R4 through R8 zone district	\$800 / plus postage plus \$50 per dwelling unit
• Nonresidential districts	\$1000 / plus postage plus \$50 per acre or portion of acre
Special Land Use Permit	\$1000 / plus postage
• Plus Site Plan Review	\$750
• Plus Design Review	\$300 (Total fee: \$2050 / plus postage)
Special Land Use Permit Annual Renewal Fee	\$200.00
Zoning Compliance Letter	\$50
Zoning Ordinance Amendment Hearing (Rezoning)	\$1500

**The fees for design review, site plan review, historic district review and special land use permits shall be double the listed amounts in the even the work is commenced prior to the filing of an application for review by the City of Birmingham.**

Ordinance No. 1751 (Appendix A, Section 7.38 of the Birmingham City Code)