



## Special Land Use Permit Application – Bistro Planning Division

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

### 1. Applicant

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

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

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

### 2. Property Owner

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

### 4. Project Designer/Developer

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

### 5. Required Attachments

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
  - i. A detailed Existing Conditions Plan including the subject site in its entirety, including all property lines, buildings, structures, curb cuts, sidewalks, drives, ramps and all parking on site and on the street(s) adjacent to the site, and must show the same detail for all adjacent properties within 200 ft. of the subject sites property lines;
  - ii. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
  - iii. A Certified Land Survey;
  - iv. Interior floor plans;
  - v. A Landscape Plan;
  - vi. A Photometric Plan;
  - vii. Colored elevation drawings for each building elevation;
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;
- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if the applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

### 6. Project Information

Address/Location of the property: \_\_\_\_\_  
\_\_\_\_\_  
Name of development: \_\_\_\_\_  
Sidwell #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Area of Site in Acres: \_\_\_\_\_  
Current zoning: \_\_\_\_\_  
Is the property located in the floodplain? \_\_\_\_\_  
Name of Historic District Site is Located in: \_\_\_\_\_  
Date of Historic District Commission Approval: \_\_\_\_\_

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 Application for Revised Final Site Plan: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_  
Date of Design Review Board Approval: \_\_\_\_\_  
Is there a current SLUP in effect for this site? \_\_\_\_\_  
Date of Application for SLUP: \_\_\_\_\_  
Date of SLUP Approval: \_\_\_\_\_  
Date of Last SLUP Amendment: \_\_\_\_\_

**7. Details of the Proposed Development (attach separate sheet if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Buildings and Structures**

Number of Buildings on Site: \_\_\_\_\_  
Height of Buildings & # of Stories: \_\_\_\_\_

Use of Buildings: \_\_\_\_\_  
Height of Rooftop Mechanical Equipment: \_\_\_\_\_

**9. Floor Use and Area (in Square Feet)**

**Structures:**  
Restaurant Space: \_\_\_\_\_  
Office Space: \_\_\_\_\_  
Retail Space: \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_  
Rental or Condominium? \_\_\_\_\_  
Total Floor Area: \_\_\_\_\_

**10. Proposed Bistro Operation**

Number of Indoor Seats: \_\_\_\_\_  
Number of Outdoor Seats: \_\_\_\_\_  
Entertainment Proposed: \_\_\_\_\_  
Previous LCC Complaints? \_\_\_\_\_  
Number of Tables along Street Façade: \_\_\_\_\_  
Type of Cuisine: \_\_\_\_\_

Bar Area? \_\_\_\_\_  
Number of Seats at Bar: \_\_\_\_\_  
Full Service Kitchen? \_\_\_\_\_  
Percentage of Glazing Proposed: \_\_\_\_\_  
Years of Experience in Birmingham: \_\_\_\_\_  
Years of Experience Outside Birmingham: \_\_\_\_\_

**11. Required and Proposed Setbacks**

Required Front Setback: \_\_\_\_\_  
Required Rear Setback: \_\_\_\_\_  
Required Total Side Setback: \_\_\_\_\_

Proposed Front Setback: \_\_\_\_\_  
Proposed Rear Setback: \_\_\_\_\_  
Proposed Total Side Setback: \_\_\_\_\_

**12. Outdoor Dining Facility**

Location (sidewalk right-of-way or on-street parking space): \_\_\_\_\_  
\_\_\_\_\_  
Hours of Operation: \_\_\_\_\_  
Width of unobstructed sidewalk between door and café? (5 ft. required): \_\_\_\_\_  
Platform Proposed: \_\_\_\_\_  
Trash Receptacles: \_\_\_\_\_

Number of Tables/Chairs: \_\_\_\_\_  
Material of Tables/Chairs: \_\_\_\_\_  
Tables Umbrellas Height & Material: \_\_\_\_\_  
Number and Location of Parking Spaces Utilized: \_\_\_\_\_  
\_\_\_\_\_  
Screenwall Material: \_\_\_\_\_  
Enclosure Material: \_\_\_\_\_

**13. Required and Proposed Parking**

Required number of parking spaces: \_\_\_\_\_  
Location of parking on site: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Shared Parking Agreement? \_\_\_\_\_  
Location of parking off site: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**14. Landscaping**

Location of landscape areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed landscape material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. 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 trees: \_\_\_\_\_  
Species of proposed trees: \_\_\_\_\_

**16. Loading**

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

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

**17. Exterior Waste Receptacles**

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

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

**18. Mechanical Equipment**

**Utilities and Transformers:**

Number of ground mounted transformers: \_\_\_\_\_  
Size of transformers (L•W•H): \_\_\_\_\_  
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 (L•W•H): \_\_\_\_\_  
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 screenwall: \_\_\_\_\_

Location of all rooftop units: \_\_\_\_\_  
Size of rooftop units (L•W•H): \_\_\_\_\_  
Percentage of rooftop covered by mechanical units: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Distance from rooftop units to all screenwalls: \_\_\_\_\_

**19. Accessory Buildings**

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

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

**20. Building Lighting**

Number of light standards on building: \_\_\_\_\_  
Size of light fixtures (L•W•H): \_\_\_\_\_  
Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Proposed wattage per fixture: \_\_\_\_\_

**21. Site Lighting**

Number of light fixtures: \_\_\_\_\_  
Size of light fixtures (L•W•H): \_\_\_\_\_  
Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Type of light fixtures: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Proposed wattage per fixture: \_\_\_\_\_  
Holiday tree lighting receptacles: \_\_\_\_\_

**22. Adjacent Properties**

Number of properties within 200 ft.: \_\_\_\_\_

**Property #1**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #2**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #3**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #4**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #5**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #6**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**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. The undersigned further states that they have reviewed the procedures and guidelines for Site Plan Review 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. Aerial photographs of the subject site and surrounding properties;
- \_\_\_ 9. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
- \_\_\_ 10. A detailed Existing Conditions Plan including the subject site in its entirety, including all property lines, buildings, structures, curb cuts, sidewalks, drives, ramps and all parking on site and on the street(s) adjacent to the site, and must show the same detail for all adjacent properties within 200 ft. of the subject site's property lines;
- \_\_\_ 11. Interior floor plans;
- \_\_\_ 12. A chart indicating the dates of any previous approvals by the Planning Board, Board of Zoning Appeals, Design Review Board, or the Historic District Commission ("HDC");
- \_\_\_ 13. Existing and proposed layout of streets, open space and other basic elements of the plan;

- \_\_\_ 14. Existing and proposed utilities and easements and their purpose;
- \_\_\_ 15. Location of natural streams, regulated drains, 100-year flood plains, floodway, water courses, marshes, wooded areas, isolated preserve-able 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;
- \_\_\_ 16. General description, location, and types of structures on site;
- \_\_\_ 17. Location of sidewalks, curb cuts, and parking lots on subject site and all sites within 200 ft. of the property line;
- \_\_\_ 18. Details of existing or proposed lighting, signage and other pertinent development features;
- \_\_\_ 19. Elevation drawings showing proposed design;
- \_\_\_ 20. Screening to be utilized in concealing any exposed mechanical or electrical equipment and all trash receptacle areas;
- \_\_\_ 21. Location of all exterior lighting fixtures;
- \_\_\_ 22. A Photometric Plan depicting proposed illuminance levels at all property lines;
- \_\_\_ 23. 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
- \_\_\_ 24. 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:

- \_\_\_ 25. Color elevation drawings showing the proposed design for each façade of the building;
- \_\_\_ 26. List of all materials to be used for the building, marked on the elevation drawings;
- \_\_\_ 27. Elevation drawings of all screenwalls to be utilized in concealing any exposed mechanical or electrical equipment, trash receptacle areas and parking areas;
- \_\_\_ 28. Details of existing or proposed lighting, signage and other pertinent development features;
- \_\_\_ 29. A list of any requested design changes;
- \_\_\_ 30. Itemized list and specification sheets of all materials, light fixtures, and mechanical equipment to be used, including exact size specifications, color, style, and the name of the manufacturer;
- \_\_\_ 31. Location of all exterior lighting fixtures, exact size specifications, color, style and the name of the manufacturer of all fixtures, and a photometric analysis of all exterior lighting fixtures showing light levels to all property lines; and
- \_\_\_ 32. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.

**CONTRACT FOR TRANSFER OF A LIQUOR LICENSE**  
**(BISTRO)**

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_ (year), by and between \_\_\_\_\_, whose address is \_\_\_\_\_, (Licensee) and the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation, whose address is 151 Martin Street, Birmingham, Michigan 48012 (City).

**RECITALS:**

**WHEREAS**, Licensee wishes to transfer the location of its liquor license from \_\_\_\_\_ to \_\_\_\_\_, Birmingham, Michigan (Property); and

**WHEREAS**, local legislative approval is required by the **CITY OF BIRMINGHAM** for the transfer of a \_\_\_\_\_ liquor license pursuant to MCLA §436.1501 of the Michigan Liquor Control Code of 1998; and

**WHEREAS**, Licensee desires to enter into this Contract as an inducement to the **CITY OF BIRMINGHAM** to approve the request of the aforementioned transfer of the liquor license; and,

**WHEREAS**, the **CITY OF BIRMINGHAM** is relying upon this Contract in giving its approval to the transfer of the on-premises licenses as described herein.

**NOW, THEREFORE**, the parties agree as follows:

1.Licensee shall be permitted to transfer the location of its liquor license from \_\_\_\_\_ to the Property. Any transfer of the aforementioned license from the Property to any other location in the **CITY OF BIRMINGHAM** shall require the approval of the Birmingham City Commission in accordance with Section 10-83. In addition, any expansion of the building location at the Property shall also require the approval of the Birmingham City Commission.

2.Licensee does hereby agree that it shall establish a bistro, as defined in Birmingham City Code Chapter 126, Zoning, Article 9, section 9.02, at the Property.

3.Licensee further acknowledges that it must secure a Special Land Use Permit for a bistro as required by the Birmingham City Code. It is further agreed that it shall comply with all provisions of the Special Land Use Permit or any amendments thereto, as a condition of this contract. Licensee further acknowledges and agrees that a violation of any provision of the Special Land Use Permit or the Michigan Liquor Control Code is a violation of the terms of the contract entitling the City to exercise any or all of the remedies provided herein.

4.Licensee further agrees that it shall not apply or seek from the Michigan Liquor Control Commission any permit endorsements to its liquor license whether available in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without the prior approval of the Birmingham City Commission.

5.Licensee further agrees that it shall not seek any change in its license status/class whether such changes are available now in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without prior approval of the Birmingham City Commission.

6.Licensee agrees that it shall adhere to all Federal, State and Local laws currently in effect or as subsequently amended or enacted.



7. Licensee agrees that its failure to follow any of the provisions herein shall be grounds for the Michigan Liquor Control Commission to suspend, revoke or not renew its liquor license and/or for the Birmingham City Commission to revoke the Special Land Use Permit, either of which would prohibit Licensee from operating the bistro. Licensee agrees that in addition to the City of Birmingham's right to seek suspension, revocation or non-renewal of its liquor license and/or revocation of the special land use permit, the City retains any and all rights to enforce this Contract that may be available to it in law or in equity. Licensee further agrees that it shall reimburse the City all of its costs and actual attorney fees incurred by the City in seeking the suspension, revocation or non-renewal of its liquor license and revocation of the Special Land Use Permit, as well as enforcing such other rights as may be available at law and/or in equity.

8. To the fullest extent permitted by law, Licensee and any entity or person for whom Licensee is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, including all costs and actual attorney fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury, death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with Licensee's operation of a bistro at the Property.

9. In the event Licensee fails to reimburse the City the costs and/or attorney fees as required herein, or any part thereof, then said amount could be transferred to the tax roll in accordance with Section 1-14 of the Birmingham City Code.

10. Any disputes arising under this Contract, not within the jurisdiction of the Michigan Liquor Control Commission, shall be settled either by commencement of a suit in Oakland County Circuit Court or by compulsory arbitration, at the election of the City. The Licensee shall notify the City of any dispute it has arising out of this Contract and shall demand that the City elect whether the dispute is to be resolved by submitting it to compulsory arbitration or by commencement of a suit in Oakland County Circuit Court. The City shall make its election in writing within thirty (30) days from the receipt of such notice. If the City elects to have the dispute resolved by compulsory arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan, with each of the parties appointing one arbitrator and the two thus appointed appointing a third. In the event the City fails to make such an election, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court.

11. This Contract shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

12. If any provision of this contract is declared invalid, illegal or unenforceable, such provision shall be severed from this contract and all other provisions shall remain in full force and effect.

13. This Contract shall be binding upon and apply and inure to the benefit of the parties hereto and their respective successors or assigns. The covenants, conditions, and the agreements herein contained are hereby declared binding on the CITY OF BIRMINGHAM and Licensee. It is further agreed that there shall be no change, modification, or alteration hereof, except in writing, signed by both of the parties hereto. Neither party shall assign any of the rights under this contract without prior approval, in writing, of the other. Any attempt at assignment without prior written consent shall be void and of no effect.





## Notice Signs - Rental Application Community Development

### 1. Applicant

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

### Property Owner

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

### 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
Board of Zoning Appeals* <ul style="list-style-type: none"> <li>• Single Family Residential</li> <li>• All Others</li> </ul>	\$310 \$510
Community Impact Study Review*	\$2,050
Design Review*	\$350
Lot Division*	\$200 / parcel affected
Historic District Review* <ul style="list-style-type: none"> <li>• Single Family Residential District</li> <li>• All other zone districts</li> </ul>	No charge \$350
Public Notice Sign	\$100 / refundable deposit \$50 fee
Site Plan Review* <ul style="list-style-type: none"> <li>• R4 through R8 zone district</li> <li>• Nonresidential districts</li> </ul>	\$850 plus \$50 per dwelling unit \$1,050 plus \$50 per acre or portion of acre
Special Land Use Permit* <ul style="list-style-type: none"> <li>• Plus Site Plan Review</li> <li>• Plus Design Review</li> <li>• Plus Publish of Legal Notice</li> <li>• Plus sign rental and deposit</li> </ul>	\$800 \$1,050 \$350 \$450 \$150 Total fee: \$2,800
Special Land Use Permit Annual Renewal Fee	\$200
Temporary Use Permit	\$100
Zoning Compliance Letter	\$50

**The fees for Design Review, Site Plan Review, Historic District Review and Special Land Use Permits shall be double the listed amounts in the event 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)