

**CITY OF LIVONIA, MICHIGAN  
APPLICATION FOR SITE CONDOMINIUM REVIEW & APPROVAL**

All petitions shall be filed with the City Planning Commission, 33000 Civic Center Drive, Livonia, MI 48154-3097. **Filing fee = \$600.00 plus \$20.00 per lot or unit.**

Date Filed: \_\_\_\_\_ Petition \_\_\_\_\_

Site Address: \_\_\_\_\_ Sidwell \_\_\_\_\_

Name of Development: \_\_\_\_\_

Applicant: \_\_\_\_\_ Business/Company: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant's Phone # (\_\_\_\_\_) \_\_\_\_\_ Applicant's Email \_\_\_\_\_

Contact Person: \_\_\_\_\_ Business/Company: \_\_\_\_\_

Contact's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact's Phone # (\_\_\_\_\_) \_\_\_\_\_ Contact's Email \_\_\_\_\_

**Please provide the following information:**

- 1) **Master Deed** including:
  - bylaws
  - name of development
  - percentage of brick of housing units
- 2) **Site Plan** showing:
  - layout of development, including number of lots, dimensions of lots, street width(s), building envelopes, sidewalks
  - all easements
  - any significant topographic features (existing or proposed)
  - location of light standards & cutout showing type & height

***REMINDER: lots with a side or rear lot line abutting a major thoroughfare with an existing or proposed right-of-way width of 120 ft. or more shall be increased in lot depth and/or lot width by at least 30 ft.***

- 3) **One (1) set of reduced plans, a maximum 11" x 17" in size, or digital file in a .pdf format either on CD or emailed to [planning@ci.livonia.mi.us](mailto:planning@ci.livonia.mi.us)**
- 4) One (1) completed application form & **twenty three (23)** full size drawings

**You are invited and encouraged to review your proposal with the Planning Department staff. Only one set of preliminary drawings will be necessary for this analysis.**

<b><u>FEE COMPUTATION</u></b>	
	<b>\$600.00</b>
Number of condominium lots/units _____ x \$20.00	+ _____
Total Amount Due	\$ _____

Owner of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Phone # (\_\_\_\_\_) \_\_\_\_\_ Owner's Email \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Site Condominium Approval Process for the City of Livonia, Michigan:

- 1) You are invited and encouraged to review your proposal (site plan, Master Deed & bylaws) with the Planning Staff subsequent to the filing of this application.
  - ❖ What is to be included on the submitted plans is outlined on application.
- 2) If acceptable, petitioner submits completed application form and 23 sets of plans (plus a reduced set of plans or digital file) to Planning Department.
- 3) Petitioner pays filing fee to City Treasurer's Office.
- 4) The proposal is scheduled to be heard at the next appropriate Study and Regular Meetings of the Planning Commission.
- 5) The Planning Staff reviews plans for compliance with the requirements prescribed in the zoning ordinance.
- 6) The plans are sent to appropriate city departments (Police, Fire, Engineering & Inspection) for review and comments.
- 7) A background report and packet is compiled and distributed to the Planning Commission members.
- 8) The proposal is presented to the Planning Commission at a **Study Meeting**.
  - ❖ A Study Meeting is an informal session to provide the Planning Commission with a review of what is being proposed and provides information that will help each member envision the proposal when they tour the site. It also allows the petitioner an opportunity to make changes, based on comments expressed by the Commission, before the Regular Meeting.
- 9) It is strongly suggested that revised plans be submitted to the Planning Department prior to the Regular Meeting for review.
- 10) The proposal is presented to the Planning Commission at a **Regular Meeting**.
  - ❖ A Regular Meeting is a formal meeting where minutes are taken for public record and the entire proceedings are shown live on the City-wide cable channel. Comments are welcome from the Commission, petitioner and anyone else interested in this particular petition.
- 11) The Planning Commission renders a decision on the proposal.
- 12) The Planning Commission's recommendation is forwarded to the City Council.
- 13) The proposal is scheduled to be heard at the next appropriate Study and Regular Meetings of the City Council.
- 14) The proposal is presented to the City Council at a **Study Meeting**.
  - ❖ No vote is taken at a Study Meeting; the public may speak on any issue on or off the agenda. Council Members ask questions and gather information required for decision making.
- 15) The proposal is presented to the City Council at a **Regular Meeting**.
  - ❖ After the Council has received input on agenda items at the Study Meeting, or at a Public Hearing or Committee Meeting, then they take action-vote-on the issue.
- 16) City Council renders decision on the proposal.
- 17) If the proposal does not conform to the requirements of the ordinance, then the petitioner must apply for and obtain a variance from the Zoning Board of Appeals.
  - ❖ A variance permits, to a specific property, a certain use when the provisions of the ordinance does not and is based on undue hardship or practical difficulty.