

**CITY OF LIVONIA, MICHIGAN  
APPLICATION FOR WAIVER USE APPROVAL**

All applications must be presented in triplicate to the City Clerk, 33000 Civic Center Drive, Livonia, MI 48154-3097. Applications **must** include property owner's name, address and notarized signature.

**For filing fee see below for computation**

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

Site Address: \_\_\_\_\_ Sidwell \_\_\_\_\_ Zoning of Property \_\_\_\_\_

Requesting Approval To \_\_\_\_\_

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) **Site Plan** showing:
  - property dimensions, including road right-of-way & building setback lines
  - foot print of building(s), including dimensions & square footage
  - all easements, protective walls, sidewalks & existing trees
  - any significant topographic features (existing or proposed)
  - parking layout, including type of surface material, sizes of spaces & aisles
  - method used in calculating parking requirement
  - location of light standards servicing parking lot & cutout showing type & height
  - location of trash receptacle, including description of screening
  - location of signs
- 2) **Detailed Landscape Plan** including:
  - listing or labeling of all planted materials as to type and size
  - areas to be fully irrigated
  - percentage of landscaping provided (15% of total site required)
- 3) **Building Elevation Plan** depicting:
  - architectural quality
  - wall section & detail plan - exterior building materials must be labeled (i.e. brick, thin brick, E.F.I.S.)
  - all visible rooftop mechanical equipment and how they will be screened
- 4) **General Floor Plan** showing:
  - floor layout
  - entrances & exits
  - restaurants are required to illustrate seating arrangement & capacity
- 5) **One (1) set of reduced plans** (i.e. site, landscape, elevation, floor), **a maximum 11" x 17" in size, or digital file in a .pdf format either on CD or emailed to [planning@livonia.gov](mailto:planning@livonia.gov)**
- 6) **Legal Description** of the property to be considered (Clearly Printed)
- 7) Two (3) completed application forms & **three (3)** sets of full-size drawings

AVOID SCAMS! PLEASE BE AWARE THAT THE CITY OF LIVONIA PLANNING COMMISSION DOES NOT SEND INVOICES EITHER BY REGULAR MAIL OR EMAIL. WHEN YOU APPLY, YOU WILL BE REQUIRED TO PAY IN FULL AT THAT TIME. IF YOU RECEIVE AN INVOICE, PLEASE CONTACT US IMMEDIATELY.

**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>FEE COMPUTATION</b>	<b>\$700.00 (\$400 publication fee plus \$300 base review fee) plus</b>
_____ sq. ft. of new construction x \$20.00 per 1,000 sq. ft. or \$30 per lot or unit for residential construction.	
Total Amount Due \$ _____	(To avoid scams, please see note above regarding invoices)

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

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

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

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

Subscribed and sworn to before me, a Notary Public in and for the County of \_\_\_\_\_ State of \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

Signature of Notary \_\_\_\_\_ My commission expires \_\_\_\_\_,

Acting in the County of \_\_\_\_\_.

## Waiver Use Approval Process for the City of Livonia, Michigan:

- 1) You are invited and encouraged to review your plans (site, landscape, elevation & floor plans) 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 the application (three copies) , 3 sets of plans (plus a reduced set of plans or digital file) and filing fee to City Clerk's Office.
- 3) The proposal is scheduled to be heard at the next appropriate Study Meeting and Public Hearing of the Planning Commission.
- 4) The Planning Staff reviews plans for compliance with the requirements prescribed in the zoning ordinance.
- 5) The plans are sent to appropriate city departments (Police, Fire, Engineering & Inspection) for review and comments.
- 6) A background report and packet is compiled and distributed to the Planning Commission members.
- 7) 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 Public Hearing.
- 8) It is strongly suggested that revised plans be submitted to the Planning Department prior to the Public Hearing for review.
- 9) The proposal is presented to the Planning Commission at a **Public Hearing**.
  - ❖ A Public Hearing 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.
- 10) The Planning Commission renders a decision on the proposal.
- 11) The Planning Commission's recommendation is forwarded to the City Council.
- 12) The proposal is scheduled to be heard at the next appropriate Study and Regular Meetings of the City Council.
- 13) 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.
- 14) 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.
- 15) City Council renders decision on the proposal.
- 16) 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.