



CITY OF HAZEL PARK

GUIDE TO DEVELOPMENT

WORDS FROM THE MAYOR

As Mayor of the Friendly City, I am proud to introduce you to our community.



Hazel Park is an active city populated by hard-working, enterprising families and individuals. We seek to provide the best quality of life possible for our residents and provide you with an open, businesses-friendly environment in order to assure that our City retains its stature as a desirable place to work and live.

Hazel Park strives to meet the demands of businesses in the 21st Century, and has taken every step possible to welcome developers into our community. As a mixed use, pedestrian friendly City the potential for urban redevelopment is unlimited.



Recognized by the Michigan Suburbs Alliance as one of the first Redevelopment Ready Communities in the State, Hazel Park's streamlined project planning, and ready availability of commercial and industrial properties, as well as the new developments underway throughout the city indicate to you, the potential developer, that Hazel Park is an ideal location to pursue your interests.



I hope you find this [Guide to Development](#) useful. It is our goal to work with you as closely as possible so that we can help you meet your development goals.

Thank You,
Jack Lloyd, Mayor of Hazel Park



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Redevelopment Ready

Opening a new business in a fully developed community can be a rewarding, but complex process. Unlike “greenfield” locations in outlying areas that require a developer to begin—literally—at the ground up, an entrepreneur who chooses to locate in a built-out community has the advantage of moving into structures ready for use. In addition, they have access to a larger immediate clientele base by being located near densely populated neighborhoods, may utilize existing infrastructure and city services, and can take advantage of a close business community that actively supports and markets other businesses in the vicinity.



Hazel Park's Mayor Jack Lloyd and Governor Jenifer Granholm

However, there can be distinct challenges that arise when seeking project approval in older communities. This we know to be a deterrent



Mayor Lloyd and Conan Smith, Executive Director of the Michigan Suburbs Alliance

to redevelopment. Too often established sets of entrenched practices unnecessarily prolong the project approval process, placing an undue burden on the developer. Hazel Park is one of a few Cities in Michigan that have adopted the Michigan Suburbs Alliance's **Redevelopment Readiness Certification** program in order to utilize a set of best practices that are grounded in a streamlined project approval process.

This program has been authored and coordinated by a set of third-party planning consultants—via the *Michigan Suburbs Alliance*—who function independently of Michigan's city governments.

In receiving certification as **Redevelopment Ready** after a long and detailed evaluation by the *Redevelopment Readiness Commission*, the City of Hazel Park has proven that it has both the will and the wherewithal to make planning and project approval a smooth and painless process for the developer.

By increasing the openness and predictability of the development process, engaging in redevelopment planning, increasing regional cooperation, building stronger relationships between developers and city staff, and adopting comprehensive marketing strategies, Hazel Park and other cities participating in **Redevelopment Readiness Certification** program are vehemently pursuing policies that make redevelopment more advantageous for the developer than starting a business from the ‘ground up’.



Hazel Park has been certified by the Michigan Suburbs Alliance as Redevelopment Ready since March of 2006.



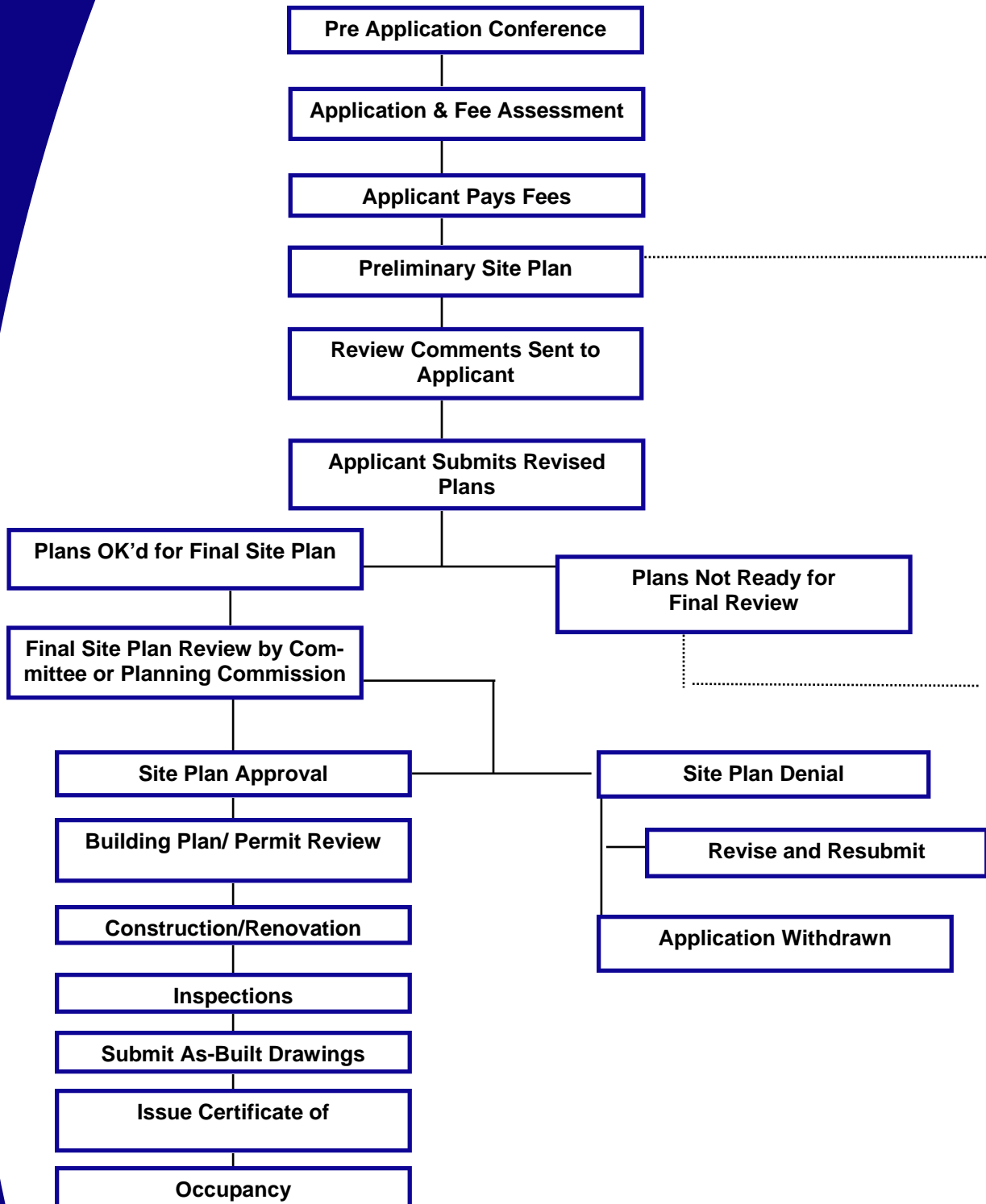
Hazel Park City Council Members w/ Governor Jennifer Granholm at the RRC Certification Ceremony. From Left to Right : Jeffrey A. Keaton, Jan Parisi, Gov. Granholm, Mike Webb, Mayor Lloyd, City Manager Ed Klobucher, Andy LeCureaux



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Site Plan Review Process





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Site Plan Approval

As a **Redevelopment Ready** community, Hazel Park wants to make your experience with the site plan approval process as rewarding and uncomplicated as possible. We have included with the **Guide to Developing** a comprehensive, step-by-step guide to site plan approval, as well as information on zoning and special-use approval. We have also included the necessary applications. This section of the **Guide** is a basic outline of the procedures involved.

If you are seeking approval for your project we *highly recommend* that you begin by calling or visiting the City offices and communicating with members of Hazel Park's planning department. If there are issues such as a zoning variance or special-use approval involved in your development, regular communication with our planning department will be crucial to expediting your proposal.

The Hazel Park Planning Commission meets the first Tuesday of every month, if there is an application up for approval. We require that all necessary materials be received by City officials at least 30 days prior to the meeting.

The Approval Process:

1. **Verify the Zoning Requirements**
2. **Receive Staff Approval**
3. **Receive Site Plan Approval from the Planning Commission**

Site Plan Review

When Site Plan Review is Required:

If you are a business, an institution, or a multiple family development, Site Plan Review is required if . . .

- You plan to construct or convert a building so as to create additional floor area.
- You plan to change the use of the property or add an additional use to the property.
- You plan to add or decrease the amount of off-street parking.
- You plan to excavate or grade land.
- You plan to construct any accessory buildings.
- You plan to install a billboard.

Site Plan Requirements

The following needs to be included in your submission before the City can consider your proposal.

- Application completed
- Title search
- Complete site plan
- Application fee of \$650.00 (site plan review \$300.00 + engineering review \$350.00)

The Complete Site Plan

A complete site plan is essential to a speedy and smooth review process. Both the City and the developer want a quality development that will suit everyone's needs and maintain its value well into the future. In order to do that, the City must fully understand what is to be changed on the site and how it will be utilized.

If you are not sure if your proposal requires site plan approval, please contact the City. The City of Hazel Park is fully invested in assisting businesses that are redeveloping their properties.



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Site Plan Requirements

Information to be included on all sheets

1. Name of the development
2. Applicant's name, address, and telephone number
3. The architect or engineer's name, address, and telephone number
4. Legal description, including parcel identification numbers
5. A location map
6. A north arrow and scale (*All plans shall be at a reasonable, legible scale so as to provide the necessary information in an easy to understand manner. If necessary, multiple sheets should be submitted*)
7. Area and dimensions of the site
8. Existing zoning and the surrounding zoning designations
9. The proposed use(s) of the property

Site Information

1. All existing and proposed buildings, structures, and any other improvements on the site
2. Proposed use of all proposed buildings
3. Setback dimensions and the dimensions of all proposed buildings
4. Name and dimensions of all streets and alleys
5. Location and dimensions of all driveways, parking areas, parking spaces, aisles, loading zones, and fire lanes
6. Location of all driveways within 100 feet of the site
7. Total number of parking spaces required and proposed
8. Type of pavement proposed, including a cross section
9. Landscaping Plan: type, number, and location of plants, shrubs, and trees.
10. Location, dimensions, and cross section of proposed screening walls.
11. Location and dimensions of all existing and proposed sidewalks and walkways
12. Type and location of all exterior lighting
13. Location of proposed trash receptacles and transformer pads (*All dumpsters shall be enclosed with a screen wall and gate*)
14. Location and elevations of proposed signage

Building Information

1. Location, height, number of stories, outside dimensions, and gross floor area for all proposed buildings
2. Proposed floor plans with rooms identified.
3. Elevations of the proposed building(s)
4. Type, material and color of all building materials and architectural features

Drainage and Utilities Information

1. Topography of the site at 2 foot intervals
2. Site grading and drainage patterns, including proposed finished grades on the site of all buildings, driveways, walkways, and parking lots.
3. Schematic layout of existing and proposed sanitary sewers, water mains, water service leads, hydrants, storm sewers and other drainage facilities, natural gas, electricity, and telephone lines.



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Site Plan Review Process

The Planning Commission meets the third Tuesday of every month.

The deadline for site plan submission is 30 days before the Planning Commission meeting.

Step One: Once you have applied to the City with the required information, the Planning Department will ask for three (3) sealed, folded copies of your plans and thirteen legible, reduced, camera-ready copy (11" x 14" minimum). The plans are distributed for review by the following departments:

- Assessing Department
- Building Department
- City Attorney's Office
- City Engineer's Office
- City Manager's Office
- Fire Department
- Police Department
- Public Services Department
- Water Department

Each of the above departments and the Planning Department will review your plans to ensure that City laws are being met and that the proposed development will be safe and not adversely affect the surrounding businesses or residences.

It is important to remember that the City is considering final plans and that *all expected details or modifications must be included in the submitted plans*. If there are significant changes that must be made to the site plan prior to the Planning Commission considering it, the Planning Department will notify the applicant and the applicant will then have the opportunity to amend the plans as such.

Step Two: When City departments believe the plans are complete as submitted, the plans will be forwarded to the Planning Commission for review. You will also be notified when this happens.

Step Three: Your site plan will be discussed and possibly approved at the Planning Commission meeting. Again, it is most important to the City that it is assured of what exactly will be developed and that it will not adversely affect the surrounding business and residential areas.

You will have the opportunity to discuss your plans with the Planning Commission. The Planning Commission meeting is an open forum, so any interested party may have the opportunity to speak about the proposed development.

Step Four: Once the Planning Commission approves your plans, you will receive a letter advising you of the approval and if the approval was subject to any changes being made in the plans.

If your site plan was approved without any conditions, you may apply for the necessary building permits the next day. The City will need three sets of sealed building plans along with the approved site plan before issuing any building permits.



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Site Plan Review Application

The Planning Commission meets the third Tuesday of every month. The meetings are held at 6:30 p.m. in the Council Chambers at the City Hall, 111 East Nine Mile Road, Hazel Park, Michigan 48030. In order for the application to be accepted, the complete application must be accompanied by all fees, a title search, and a complete site plan in accordance with City requirements.

APPLICANT:

Name: _____ Telephone: (____) _____

FAX: (____) _____

Address: _____

Relationship to Property (current tenant, future tenant, representative, owner, future owner)

ARCHITECT/ENGINEER:

Firm: _____ Contact Person: _____

Telephone: (____) _____ FAX: (____) _____

Address _____

PROPERTY DESCRIPTION:

Address: _____

Sidwell (Parcel I.D. #): _____ Lots & Subdivision: _____

Current Zoning Classification: _____ Current Use of Property: _____

Proposed Use of Property: _____

This site plan review application will be submitted to the Planning Commission for consideration within 30 days after date of application at its next regular meeting. *The applicant will be notified and must attend.* The undersigned deposes that the foregoing statements and accompanied information are true and correct.

Signature of Applicant: _____

Date _____

Print or Type Name _____

Signature of Property Owner (If Not Applicant) _____

Print or Type Name _____



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Special Use Approval Review

Certain uses are permitted as 'of right' within the City of Hazel Park. Other uses, because of their nature, are considered Special Uses, and cannot be administratively approved. To find out if the business or use you are proposing is a Special Use, you can review the City's Zoning Ordinance or consult with the Planning Department. If you are not sure if your proposal requires special use approval, please contact the City. The City of Hazel Park is very interested in attracting new businesses to the City. We want to make the process as smooth as possible. Please call (248) 546-4072 with any questions you may have.

The following needs to be included in your submission before the City can consider your proposal.

- Application completed
- Title search
- Complete site plan
- Application fee of \$510.00

SPECIAL USE APPROVAL PROCEDURE

The Planning Commission meets the third Tuesday of every month. Like Site Plans, the deadline for Special Use Approval is 30 days before the Planning Commission meeting.

Step One: Once you have applied to the City with the required information, the Planning Department and other departments will review the site plan and forward it to the Planning Commission (see Site Plan Review).

Step Two: A public hearing is then scheduled. The City prepares and distributes notices to the newspaper and everyone within 300 feet of your proposed development of what you plan to do and when the matter will be considered. You will also be notified when this happens.

Step Three: Your proposal will be discussed at the Planning Commission meeting. Again, it is most important to the City that it is assured of what exactly will be developed and that it will not adversely affect the surrounding business and residential areas.

You will have the opportunity to discuss your plans with the Planning Commission. This is a public hearing so anyone may have the opportunity to speak about the proposed development.

Step Four: The Planning Commission can only make a recommendation to the City Council. The City Council has the final word on Special Use Approvals. The Planning Commission will recommend approval, recommend approval with conditions, or recommend denial to the City Council. Your site plan will be approved by the Planning Commission on the condition that the City Council approves the Special Use.

Step Five: The Special Use Approval is then brought before the City Council meeting at its next available meeting. You will be notified of when this meeting will take place. You will have the opportunity to discuss your plans with the City Council. This is a public meeting so anyone may have the opportunity to speak about the proposed development. The City Council will then approve the proposal, approve the proposal with conditions, or deny the request.

Step Six: Once the City Council approves the Special Use, you will receive a letter advising you of the approval and if the approval was subject to any changes being made in the site plan.

If the Special Use and the site plan were approved without any conditions, you may apply for the necessary building permits the next day. The City will need three sets of sealed building plans along with the approved site plan before issuing any building permits.



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Special Land Use Application Review

The Planning Commission meets the third Tuesday of every month. The meetings are held at 7:30 p.m. in the Council Chambers at the City Hall, 111 East Nine Mile Road, Hazel Park, Michigan 48030. In order for the application to be accepted, the complete application must be accompanied by all fees and a complete site plan review application in accordance with City requirements.

APPLICANT:

Name: _____ Telephone: _(____)_____

FAX: _(____)_____

Address: _____

Relationship to Property (current tenant, future tenant, representative, owner, future owner)

PROPERTY DESCRIPTION:

Address: _____

Sidwell (Parcel I.D. #): _____ Lots & Subdivision: _____

Current Zoning Classification: _____

Current Use of Property:

Proposed Use of Property: _____

This special land use application will be submitted to the Planning Commission for consideration within 30 days after date of application at its next regular meeting. The application will then be forwarded to the City Council for consideration. The applicant will be notified of these meetings and must attend. The undersigned deposes that the foregoing statements and accompanied information are true and correct.

Signature of Applicant

Date

Print or Type Name

Signature of Property Owner (If Not Applicant)

Print or Type Name



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Variances

A Variance may be requested when your proposed project does not meet the specific requirements of the City's ordinances. Building setbacks, required parking spaces, and building height are all examples of elements that may require a variance. Please be advised that variances are not easily obtained. The State of Michigan requires an applicant to prove a practical difficulty or undue hardship in order to receive a variance. If you are not sure if your proposal will require a variance, please contact the City. We want to make the development process as smooth as possible. Please call with any questions you may have at (248) 546-4075.

VARIANCE REQUIREMENTS

The following needs to be included in your submission before the City can consider your application. Please note that any letters of support you submit must be notarized.

- A complete application
- All fees (\$600.00)
- Title search
- A site plan or mortgage survey

VARIANCE PROCEDURE

The Zoning Board of Appeals meets the first Wednesday of every month. The deadline for applications to the Zoning Board of Appeals is 30 days before the Zoning Board of Appeals meeting.

Step One: Once you have applied to the City with the required information, the Building Department will schedule a public hearing. The City prepares and distributes notices to everyone within 300 feet of your proposed development of what you plan to do and when the matter will be considered. You will also be notified when this happens.

Step Two: Your variance request will be discussed at the Zoning Board of Appeals meeting. You must convince the Zoning Board of Appeals that the City's requirements as applied to your project will cause a practical difficulty or an undue hardship. You will have the opportunity to present your case to the Zoning Board of Appeals. This is a public hearing so anyone may have the opportunity to speak about the proposed development.

Step Three: Based upon the evidence presented, the Zoning Board of Appeals will determine whether or not a variance should be granted. The Zoning Board of Appeals will approve, approve with conditions, or deny the request.

Step Four: If the Zoning Board of Appeals grants the variance, you may then proceed to the site plan approval phase of your project. If the Zoning Board of Appeals denies the request, the proposed development must be amended to meet the



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Zoning Board of Appeals Application

The Zoning Board of Appeals meets the first Wednesday of every month. The meetings are held at 6:30 p.m. in the Council Chambers at the City Hall, 111 East Nine Mile Road, Hazel Park, Michigan 48030

A *title search* for the property showing the *address, owners, and all easements and rights-of-way* is required in order to process this application. The application shall be accompanied by a site plan drawn to scale and placed on a standard sheet. The site plan shall contain all dimensional elements for which a variance is requested.

APPLICANT:

Name: _____ Telephone: (____) _____

Address: _____

Relationship to Property (current tenant, future tenant, representative, owner, future owner)

PROPERTY OWNER:

Name: _____ Telephone: (____) _____

Address: _____

PROPERTY DESCRIPTION:

Address: _____

Sidwell (Tax I.D. #): _____ Lot & Subdivision: _____

Current Zoning Classification: _____ Use of Property: _____

VARIANCE REQUEST:

Description of Request: _____

From the City of Hazel Park City Code, Chapter _____ Section _____

Has the City refused a permit for this request?

Is the variance request made for financial reasons?

GROUND FOR APPEAL

There are two types of variances: use variances and non-use variances. A use variance permits the use of land that is otherwise not allowed in a zoning district. A non-use variance is a variance regarding setbacks; height; parking; sign size or placement; fences or walls.

The applicant must prove to the Zoning Board of Appeals that not receiving this variance will cause undue hardship or practical difficulty. Please complete either the use variance or non-use variance sections (whichever is applicable to your request)—DO NOT COMPLETE BOTH SECTIONS.



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A non-use variance is a variance regarding setbacks; height; parking; sign size or placement; fences and walls. Strict compliance with the ordinance would be unreasonably burdensome because:

The variance would do substantial justice to me as well as the neighborhood because:

The property is unique because:

The situation is not self-created because:

Use Variance

A use variance permits the use of land that is otherwise not allowed in a zoning district.

Property cannot be used or put to a reasonable use for the purposes permitted in that zoning district because: _____

The property is unique because:

The proposed use will not alter the essential character of the area because:

The situation is not self-created because:

I represent that all of the statements contained within this application are true and accurate to the best of my knowledge. I understand that the burden of proof falls upon the applicant and that the provision of notarized statements and other forms of documentation is paramount to the ZBA's decision-making process and is my responsibility. I agree to abide by the decision of the ZBA or file an appeal with the Oakland County Circuit Court within 21 days of the ZBA's decision. I understand that ZBA members may need to access the property to better understand the case.

Signature of Applicant _____

Date _____

Print Name: _____

Signature of Property Owner _____

Print Name: _____

State of Michigan; County of _____ Sworn to me on this date of _____

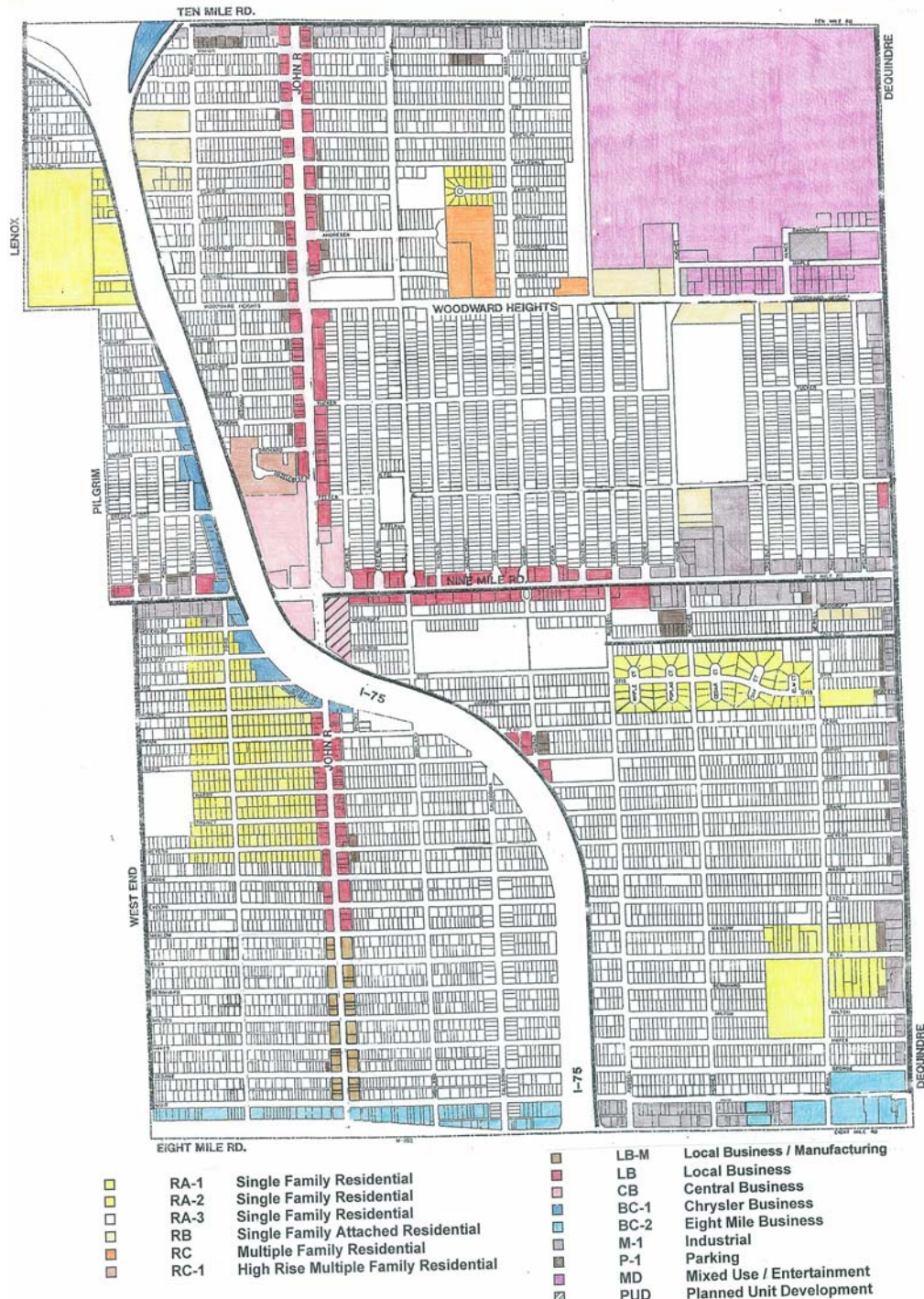


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Zoning Map

Zoning maps can be downloaded from the City of Hazel Park website:
<http://www.hazelpark.org/planning-department/services/zoning-map>





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Community Profile

Component	2000 Census	SEMCOG July 2010	SEMCOG 2035 Forecast
Household Population	18,956	18,014	17,558
Group Quarters Population	7	7	10
Total Population	18,963	18,021	17,568
Households	7,284	6,998	7,667
Housing Units	7,612	7,674	n/a
Household Size	2.60	2.57	2.29

Population by Age		
Age Groups	2000 Census	SEMCOG 2035
Under 5	1,336	1,002
Age 5-17	3,909	2,439
Age 18-34	4,882	3,155
Age 35-64	6,656	5,525
Age 65+	2,180	5,447

Land Use / Land Cover (in acres)	
Land Use Type	SEMCOG 2000
Single-Family Residential	1,144
Multi-Family Residential	25
Commercial and Office	209
Institutional	39
Industrial	115
Transportation, Communication and Utility	93
Cultural, Outdoor Recreation and Cemetery	173
Total Acres	1,797



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Population by Race and Hispanic Origin

Race	1990 Census	2000 Census
White	19,773 (98.6%)	18,568 (97.9%)
Black	72 (0.4%)	301 (1.6%)
Asian or Pacific Islander	280 (1.4%)	341 (1.8%)
Other Race	275 (1.4%)	783 (4.1%)
Hispanic	278 (1.4%)	395 (2.1%)
Total Population	20,051 (100%)	18,963 (100%)

Population Age 25 or Older by Education

Highest Level of Educational Attainment	2000 Census
Did Not Graduate High School	29.7%
Graduated High School	36.2%
Some College, No Degree	21.1%
Associate Degree	5%
Bachelor's Degree	5.6%
Graduate or Professional Degree	2.4%

Households by Type

Households	Census 2000	SEMCOG 2035
With seniors 65+	1,753 (24%)	3,475 (45%)
Without seniors	5,531 (76%)	4,192 (55%)
With Children	2,736 (38%)	1,761 (23%)
Without Children	4,548 (62%)	5,906 (77%)
Two or more Persons	2,477 (34%)	2,939 (38%)
Live Alone	2,071 (28%)	2,967 (39%)
Seniors 65+	812 (11%)	1,801 (23%)
Under 65	1,259 (17%)	1,166 (15%)
Total Households	7,284	7,667



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Household Income

Income Categories as Reported in 1999

2000 Census

Less than \$10,000	635
\$10,000 to \$14,999	534
\$15,000 to \$19,999	558
\$20,000 to \$24,999	638
\$25,000 to \$29,999	572
\$30,000 to \$34,999	521
\$35,000 to \$39,999	418
\$40,000 to \$44,999	489
\$45,000 to \$49,999	414
\$50,000 to \$59,999	804
\$60,000 to \$74,999	783
\$75,000 to \$99,999	559
\$100,000 to \$124,999	188
\$125,000 to \$149,999	89
\$150,000 to \$199,999	67
\$200,000 or more	38

Housing Tenure

Tenure

2000 Census

Owner Occupied Units	5,347
Median Housing Value (In 1999 dollars)	\$ 77,000
Renter Occupied Units	1,937
Median gross rent (in 1999 dollars)	\$ 502
Vacant Units	328
Total Housing Units	7,612



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Housing Units by Structure Type

Structure Type	1990 Census	2000 Census	New Units Permitted 2000-2010
Single Family Detached	6,447	6,300	177
Townhouse/Attached Condo	88	86	0
Duplex	361	304	0
Multi-Unit Apartments	802	896	
Mobile Homes	6	26	
Other Units	75	0	
Total Housing Units	7,779	7,612	177

Employment by Industrial Class

Industrial Class	SEMCOG 2002	SEMCOG 2005
Natural Resources & Mining	0	0
Manufacturing	454	405
Wholesale Trade	230	201
Retail Trade	424	445
Transportation & Warehousing	n/a	n/a
Utilities	0	0
Information	n/a	n/a
Financial Activities	109	148
Professional, Scientific, & Technical Services	145	137
Management of Companies & Enterprises	n/a	n/a
Administrative, Support, & Waste Services	n/a	n/a
Education Services	618	423
Health Care & Social Assistance	67	51
Leisure & Hospitality	516	502
Other Services	212	201
Public Administration	n/a	n/a
Total Employment	3,197	2,942

n/a" indicates data blocked due to confidentiality concerns of ES-202 files



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Employment by Industrial Class

Industrial Class	SEMOG 2035 Forecast
Natural Resources & Mining	n/a
Manufacturing	336
Wholesale Trade	264
Retail Trade	639
Transportation & Warehousing	n/a
Utilities	n/a
Information	n/a
Financial Activities	500
Professional, Scientific, & Technical Services	786
Management of Companies & Enterprises	n/a
Administrative, Support, & Waste Services	n/a
Education Services	646
Health Care & Social Assistance	550
Leisure & Hospitality	935
Other Services	513
Public Administration	n/a
Total	6,087

"n/a" indicates data blocked due to confidentiality concerns of ES-202 files.

Commuting to Work

Means of Transportation to Work	2000 Census
Drove Alone	6,618 (79.4%)
Carpooled or Vanpooled	1,058 (12.7%)
Public Transportation	140 (1.7%)
Walked	346 (4.2%)
Other Means	83 (1%)
Worked at Home	85 (1%)
Total Workers Age 16 or Older	8,330
Mean Travel Time to Work (In Minutes)	21.7