

Development Review Process
Informational Packet



CITY OF
AUBURN HILLS

Community Development Department

1827 N. Squirrel Road - Auburn Hills, MI 48326

Phone: (248) 364-6941 Fax: (248) 364-6939

Website: www.auburnhills.org



DEVELOPMENT REVIEW PROCESS OVERVIEW

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**City Ordinances related to development can be found of the web at:
<http://www.auburnhills.org/departments/communitydevelopment>**

Site Plan Review

GENERALIZED STEPS IN THE PROCESS

SITE PLAN REVIEW TO PRE-CONSTRUCTION MEETING

1. **Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your proposal prior to submittal. This extra step is encouraged by the community since it can save both parties time, money, and paper work. Meetings are typically held on Monday's. Contact Steve Cohen, City Planner at 248-364-6941 to schedule a meeting.
2. **Formal Staff Review.** Submit 1 copy of the development application, 1 copy of the campaign contribution disclosure form, and 10 copies of your drawings to the Community Development Department (24" x 36" in size). Fees shall be provided at the time of submittal payable to the "City of Auburn Hills". The plans will be distributed by the Community Development Department to various City Departments and consultants for review. Drawings must be signed, sealed, and folded and meet the requirements of the City's site plan checklist.
 - Concurrent Applications. All relevant documentation shall be submitted (e.g., Tree Removal Permit, Wetland Permit, Land Division and/or Land Exchange) along with the required drawings with the first submittal. Failure to submit all appropriate documents may cause an unnecessary delay in the processing of the project.
 - Citizen Participation Requirement. If the project is proposed on property within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the project is complex in nature.
 - ZBA Review. The site plan must comply with all applicable provisions of the Zoning Ordinance, excepting any variances obtained from the Zoning Board of Appeals, before it can be considered for review by the Planning Commission and City Council. ZBA variances are obtained prior to appearing before the Planning Commission.
 - Outside Permits - Wetland, Soil Erosion and Sediment Control, Road R.O.W., etc. Begin the process of applying for applicable County and State permits. Past experience has shown that the City will most likely review your plans quicker than these agencies. Failure to obtain outside permits will cause unnecessary delay.
3. **Repeat Steps 1 and 2.** Review formal comments from City staff and prepare plans for submittal to the Planning Commission and City Council.
4. **Final Submittal.** Submit 30 copies of your drawings to the Community Development Department prior to Planning Commission review. Staple a color rendering of the façade plan to the cover sheet of each drawing. Also, submit 1 copy of the final plan in 11" x 17" size. Provide a PDF or jpg of the site plan, colored landscape plan, and colored elevation to the City Planner at this time.
5. **Public Review.** The site plan and associated permits will be placed on a Planning Commission meeting agenda only after the drawings have been deemed complete by City staff. The City will publish a notice in the Oakland Press and send notice to residents within 1,000' at least 15 days before the meeting. The applicant, or representative, must be present at all scheduled meetings for action to be taken. At the designated meeting, the Planning Commission will recommend acceptance, disapproval, or revision of the site plan and associated permits to the City Council.
 - The City Council is the final approval authority in the City of Auburn Hills. The Council will make its determination of approval, denial, or required modifications of the site plan and associated permits.
6. **Detailed Engineering Drawing Review.** 3 sets of sealed detailed engineering plans, an itemized sealed estimate of costs, along with the application and review fee shall be delivered to the Community Development Department. Contact Richard W. Olson P.E., City Engineering Consultant regarding the review process at 734-522-6711. The applicant may apply for this approval concurrently with site plan review to save time.
7. **Building Permit Review.** Apply for a Building Permit with 3 complete sets of construction drawings bearing a Michigan Registration Seal concurrently with the detailed engineering review. Contact Jeff Spencer, Building Official regarding the review process at 248-364-6940. The applicant may apply for this permit concurrently with site plan review to save time.
 - Outside Permits. State and County permits must be presented to the Building Official prior to obtaining a building permit.
 - Water & Sewers Fees. Upon plan approvals by the City Engineering Consultant and Building Department, all applicable Water & Sewer fees will be computed and collected.
8. **Pre-Construction Meeting.** Prior to construction, it shall be the applicant's responsibility to schedule a pre-construction meeting with City. Contact Richard W. Olson, P.E., or the OHM civil engineer who conducted the City's engineering review to schedule the meeting with the Auburn Hills DPW.

**1-3
Months**

**1½
Months**

**1 to 2
Months**

**Total
3 to 6
Months**

Special Land Use Permit Review

GENERALIZED STEPS IN THE PROCESS – WHEN NOT ASSOCIATION WITH A SITE PLAN



1. **Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your proposal prior to submittal. Meetings are typically held on Monday's. Contact Steve Cohen, City Planner at 248-364-6941 to schedule a meeting.
2. **Formal Staff Review.** Submit 1 copy of your application to the Community Development Department along with the 10 copies of the following documentation:
 - Plot plan or legal survey of the lot/parcel under consideration, drawn to scale and clearly designating the area(s) of proposed SLU permit activity.
 - Associated drawings related to the activity (as applicable).
3. **Citizen Participation Requirement.** If the property is within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the proposal is complex in nature.
4. **Public Review.** The SLU permit will be placed on a Planning Commission meeting agenda only after the application and associated drawings have been deemed complete by City staff. Submit 30 copies of your drawings to the Community Development Department for final distribution. The City will publish a notice in the Oakland Press and send notice to residents within 1,000' at least 15 days before the Public Hearing. The applicant, or representative, must be present at all scheduled meetings for action to be taken. As applicable, the applicant shall provide a PDF or jpg of the site plan, colored landscape plan, and colored elevation at this time.
 - At the designated meeting, the Planning Commission will recommend acceptance, disapproval, or revision of the SLU permits to the City Council.
 - The City Council is the final approval authority in the City of Auburn Hills. The Council will make its determination of approval, denial, or required modifications of the SLU permits.
5. **Building Permit.** Apply for building permit (as applicable). The applicant may apply for the Building Permit and/or Engineering Plan Review concurrently with the SLU permit to save time.

**1 to 2
Months**



**1½
Months**



**1
Month**



**Total
2 to 4
Months**

Planned Unit Development Review

GENERALIZED STEPS IN THE PROCESS



PUD Step 1 Review

Follow concept plan requirements listed in Section 1830

1. **Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your proposal prior to submittal. This extra step is encouraged by the community since it can save both parties time, money, and paper work. Meetings are typically held on Monday's. Contact Steve Cohen, City Planner at 248-364-6941 to schedule a meeting.
2. **Formal Staff Review.** Submit 1 copy of the application, along with 10 copies of your drawings (24" x 36" in size) to the Community Development Department. Fees shall be provided at the time of submittal payable to the "City of Auburn Hills". The plans will be distributed by the Community Development Department to various City Departments and consultants for review. Drawings must be signed, sealed, and folded and meet the requirements of the City's site plan checklist.
 - **Citizen Participation Requirement.** If the project is proposed on property within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the project is complex in nature.
3. **Repeat Steps 1 and 2.** Review formal comments from City staff and prepare plans for submittal.
4. **Public Review.** The Step 1 PUD application will be placed on a Planning Commission meeting agenda only after the drawings have been deemed complete by City staff.
 - Submit 30 copies of your drawings to the Community Development Department.
 - Provide a PDF or jpg of the site plan, colored landscape plan, and colored elevation at this time.
 - The applicant, or representative, must be present at all scheduled meetings for action to be taken.
 - At the designated meeting, the Planning Commission will recommend acceptance, disapproval, or revision of the PUD application to the City Council.
 - The City Council is the final approval authority in the City of Auburn Hills. The Council will make its determination of approval, denial, or required modifications of the PUD.

PUD Step 2 Review

Follow site plan or plat requirements listed in Section 1830 and site plan checklist

5. Repeat Steps 1-5 and Provide Development Agreement.
 - **Concurrent Applications.** All relevant documentation shall be submitted (e.g., Tree Removal Permit, Wetland Permit, Land Division and/or Land Exchange) along with the required drawings with this submittal. Failure to submit all appropriate documents may cause an unnecessary delay in processing of the project.
 - **Outside Permits - Wetland, Soil Erosion and Sediment Control, Road R.O.W., etc.** Begin the process of applying for applicable County and State permits. Past experience has shown that the City will most likely review your plans quicker than these agencies. Failure to obtain outside permits will cause unnecessary delay.
6. Submit **Detailed Engineering Drawings** and **Building Construction Plans** in accordance with Site Plan Review
7. **Pre-Construction Meeting.** Prior to construction, it shall be the applicant's responsibility to schedule a pre-construction meeting with City. Contact the civil engineer at OHM who conducted the City's engineering review to schedule the meeting.

**1 to 3
Months**



**1 1/2
Months**



**2 to 3
Months**



**1 to 2
months**



**Total
5 to 10
Months**

Rezoning Review

GENERALIZED STEPS IN THE PROCESS



1. **Informal Staff Review.** It is strongly encouraged that you meet with City staff to informally review your rezoning proposal prior to submittal. Meetings are typically held on Monday's. Contact Steve Cohen, City Planner at 248-364-6941 to schedule a meeting.
2. **Formal Staff Review.** Submit fees, sign escrow deposit, 1 copy of your application, and 1 copy of the following documentation to the Community Development Department:
 - Proof of ownership (such as a copy of a warranty deed, land contract, or purchase agreement)
 - Plot plan or legal survey of the lot/parcel under consideration, drawn to scale and clearly designating the areas for rezoning.
 - Legal description of the land being considered. Rezoning cannot be accomplished without a correct legal description.
3. **Citizen Participation Requirement.** If the rezoning is proposed on property within 1,000' of property zoned One-Family Residential district, then the requirements of Section 1833. Citizen Participation Requirements shall be met. This requirement may add time to the review process if the rezoning is complex in nature.
4. **Post Rezoning Sign. - Escrow deposit required for each sign**
 - Coordinate with the City Planner when sign will be posted and where it will be placed.
 - The sign shall be placed and remain on the property at least 15 days before the scheduled Public Hearing.
 - Place sign 10' behind the approximate street R.O.W. line midway between lot lines, unless an alternative location is approved by the City Planner
 - Ensure that the sign is placed in a visible position without obstructions for the full 15 day term. This may require periodic inspection to safeguard against being toppled by wind or vandals. Do not remove the sign until after City Council action.
 - Return the sign in good condition within 2 days of the City Council decision.
 - Lost, missing, unreturned, or damaged signs will require forfeiture of the sign deposit.
5. **Public Review.** The petitioner (or his representative as indicated on the petition for rezoning) must be present at both the scheduled Planning Commission and City Council meetings for action to be taken.
 - The rezoning process, as per State Law and City ordinance, consists of the following steps:
 - After receipt of the petition, the matter is advertised in the local newspaper 15 days before the Public Hearing.
 - Notices of the rezoning Public Hearing are sent to property owners within 1,000' of the subject land 15 days before the Public Hearing
 - The Public Hearing is held at the scheduled Planning Commission meeting. The Commission then makes a recommendation to the City Council.
 - The recommendation from the Planning Commission is forwarded to the City Council which then considers the matter at its next regularly scheduled meeting.
6. **City Publishes Zoning Change.** Upon favorable action by the City Council, the matter is then advertised in the Oakland Press within 30 days of the Council action, when it becomes effective as a zoning change.

**1 to 2
Months**



**1½
Months**



**1
Month**



**Total
3 to 5
Months**

Land Division Review

GENERALIZED STEPS IN THE PROCESS



**2-3
Months**

Land Divisions within the City of Auburn Hills must meet the requirements of City Ordinance No. 713 and the State Land Division Act. The application is reviewed internally by City staff to confirm that it meets all City Ordinance requirements (see attached checklists and City Ordinance No. 713). If revisions are necessary, the City Planner will send a letter listing the required changes to the designated contact person. Once all information is documented, the application may be approved by the City Planner.

Upon approval of the proposed land division, the petitioner shall record the approved survey with Oakland County Register of Deeds office and notify the City Assessor's office of the recording. New Sidwell Numbers can not be processed until the City Assessor receives the recorded survey documents.

Land Division Checklist

The application must meet the requirements of City Ordinance No. 713 and the State Land Division Act.

1. All documents must be submitted either in letter or legal size. Provide only one original copy.
2. The application must be signed by all parties having a legal interest in the property, including all parties to land contracts, purchase agreements, joint tenants, tenants in common, and spouses. If the space provided on the Land Division Application is inadequate, provide a separate attachment with a list of all parties and their signatures.
3. All outstanding property taxes or special assessments shall be paid prior to submittal of the land division application.
4. Provide a current policy of title insurance (no more than 1 year old) in the name of the present owner or a commitment in the name of the proposed purchaser (Note: Failure to secure a current title insurance policy will cause undue delay of the application).
5. A survey, certified and sealed by a Michigan Licensed Professional Surveyor. The survey must meet all requirements of PA 132 (see attached checklist). (Note: Our records show that failure to follow PA 132 is the #1 reason for application resubmittal over the last three years).
6. The survey must show the proposed new parcel configurations and the parcels should be labeled "A", "B", "C", etc. Failure to label the parcels correctly will cause an undue delay in processing.
7. Legal descriptions of the new parcels must be attached to the survey.
8. All existing buildings must be shown on the survey and dimensioned to the proposed property lines. Also, any existing buildings on surrounding properties within 50' of the proposed property lines must be to dimension on the survey. The locations of existing septic tank and fields and water wells must be shown on the survey.
9. Any existing utility or road easement must be shown on the survey and a copy of the recorded easements or the Liber and Page where they are recorded must be provided. All new parcels must be served by an easement(s) for utilities. You must show the utility easements on the survey and provide a description of the easement with the parcel legal descriptions.

Land Exchange Review

GENERALIZED STEPS IN THE PROCESS

Exchange of land between two or more existing parcels, where a new separate parcel is not created

**1-2
Months**

A land exchange application within the City of Auburn Hills must meet the requirements of City Ordinance No. 713 and the State Land Division Act. As applicable, this review process shall be completed simultaneously with site plan review.

The City Planner shall process the land exchange application and legal description change provided that:

1. An application and survey (which meets the requirements of PA 132 of 1970) are submitted to the City Planner.
2. The City Planner will ascertain that the parcels that will result from the exchange will meet applicable City of Auburn Hills Building, Zoning and Land Use Ordinances. The City Planner will consult with the City Assessor and all necessary City Departments to make such a determination. The City Planner will inform the petitioner when the application is approved.
3. The survey and land exchange transfer documents are recorded at the Oakland County Register of Deeds office. A copy shall be provided to the City Assessor's Office.

Zoning Board of Appeals Review

Variance or Interpretation



GENERALIZED STEPS IN THE PROCESS

The Zoning Board of Appeals (ZBA) exists to grant variances from the strict terms of the Zoning Ordinance when a petitioner can present facts which legally justify a relaxation of Ordinance requirements. The ZBA is subject to the terms and conditions of the City's Zoning Ordinance and the City and Village Zoning Enabling Act.

In order to grant a variance, the Board must be satisfied that the legal requirements of these laws have been met. If the requirements have not been met, the Board has no choice but to deny the variance request.

It is the responsibility of the petitioner to present evidence to the ZBA which justifies a variance request. Unless the Board has sufficient information to make a determination on the issues outlined below, the Board cannot grant a variance. You should be prepared to discuss the exact size and dimension of the proposal, the physical characteristics of your property; the general uses of land in your neighborhood; the exact amount of the variance requested; and be prepared to discuss the necessity of the variance. The ZBA desires to give each petitioner a full, fair and impartial hearing. It can only do so if the petitioner meets his/her responsibility by producing substantial evidence of all the elements necessary for a variance.

It is strongly encouraged that you meet with City staff to informally review your request prior to submittal. Contact Jeffrey Spencer, Building Official at 248-364-6940 to schedule a meeting.

WHAT TYPE OF ACTION ARE YOU SEEKING?

1. AREA VARIANCE:

An "Area Variance" is the most common type of request. Here you are asking the ZBA to vary the terms of the Ordinance relating to minimum lot size and width requirements; front; rear and side yard setback requirements; maximum height and density restrictions, and so forth. In the case of an area variance, the ZBA must determine whether there exists something about the property itself which, as a practical matter, prohibits a structure which would otherwise be permitted and in fact is or could be enjoyed by other properties in the area.

The Board must determine whether the petitioner suffers "practical difficulties" in reasonably using his/her property and meeting the requirements of the ordinance. The Board will be interested in the following questions:

- Is the proposal suitable to the zoning district? (i.e., is the proposal of suitable size and dimension?)
- Is the proposal of a sort which other properties in the area could accomplish without a variance? (i.e., does this property present a unique situation?)
- Is there something about this property which is unusual and presents a problem of compliance? (i.e., is the lot pie-shaped, or the topography so unusual so as to prevent compliance?)
- Is the proposed structure compatible with the development in the area?
- Is the degree of variance requested the minimal amount feasible?
- Is the proposal such as will not interfere with Fire protection or utilities?

The ZBA may not consider facts which do not pertain to the property itself, such as personal problems of the petitioner, or problems which the petitioner has created for himself/ herself, or problems which the petitioner shares with everyone else.

2. ORDINANCE INTERPRETATION:

A petitioner may request the ZBA to interpret a provision of the ordinance when the petitioner disagrees with the interpretation of the Ordinance reached by the Community Development Department.

WHAT INFORMATION IS REQUIRED FOR CITY REVIEW?

At a minimum, a petitioner must submit a completed application with applicable plot plans, site plans, or other drawings. The plan should show all buildings on the property and the desired variance(s). The application along with 6 sets of plans and specifications must be submitted at least a month before a scheduled meeting due to public hearing notice requirements. Contact Jeffrey Spencer, Building Official at 248-364-6940 for submittal deadlines.

The Petitioner is required to be present at the scheduled meeting of the Zoning Board of Appeals. Failure to appear will result in the item being tabled to the next regular meeting or possibly the appeal being denied.



APPLICATIONS AND FORMS

**Development Application
Supplemental ZBA Application
Engineering Plan Review Application
Contribution Disclosure Form**



Development Application

Project Name: _____

General Project Location: _____

Parcel Size: _____ Zoning: _____

Sidwell Number(s): _____

Project Description: _____

Building Size (sq. ft.) : _____

Check requested review(s)

☐ Site Plan

☐ Tree Removal Permit

☐ Special Land Use Permit(s) _____

☐ Land Division

☐ Land Exchange

☐ Subdivision

☐ Planned Unit Development - Step 1 / Step 2

☐ Rezoning _____ to _____

☐ ZBA Variance or Interpretation
(see supplemental application)

☐ Other _____

City Use Only

Address: _____

Date Received: _____

Fees Paid: _____

Rezoning Sign(s) Escrow: _____

SP #: _____

SLU #(s): _____

LD/LE/SUB #: _____

RZ #: _____

PUD #: _____

ZBA #: _____

Applicant

Name: _____ Signature: _____

Business Name and Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Fax Number: _____ Alt. Phone Number(s): _____

Property Owner(s)

Name: _____ Signature: _____

Business Name and Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

(Provide additional sheet if necessary for multiple property owners)



Please contact the City of Auburn Hills Community Development Department,
1827 N. Squirrel Road, Auburn Hills, MI 48326 / Phone: 248-364-6900 Fax: 248-364-6939
Home Page Address: <http://www.auburnhills.org>



2. THE FOLLOWING HARDSHIP OR PRACTICAL DIFFICULTY WILL RESULT IF A VARIANCE IS NOT GRANTED:



Engineering Plan Review Application

Project Name: _____

General Project Location: _____

Address: _____

Estimated Cost of Labor and Material

(Submit a detailed sealed cost estimate with 3 sets of sealed plans) \$ _____

City Use Only

Permit #: PENG _____

Date Received: _____

Fees Paid: _____

Sidwell Number(s): _____

Soil Erosion Permit #: _____
(if applicable)

Project Description: _____

ENGINEERING PLAN REVIEW FEES:

Estimated construction cost

All

Amount

2.0% of estimate (min. fee \$1,000.00)

\$ _____

(NOTE: Above fees applicable for first and second reviews only. Additional reviews will be billed at cost plus 25% administrative overhead.)

Responsible
Party for Billing

Name: _____ Signature: _____

Business Name and Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Fax Number: _____ Alt. Phone Number(s): _____

Name: _____ Signature: _____

Business Name and Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Fax Number: _____ Alt. Phone Number(s): _____

Name: _____ Signature: _____

Business Name and Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

(Provide additional sheet if necessary for multiple property owners)



Please contact the City of Auburn Hills Community Development Department,
1827 N. Squirrel Road, Auburn Hills, MI 48326 / Phone: 248-364-6900 Fax: 248-364-6939
Home Page Address: <http://www.auburnhills.org>

1/1/07 Fee Schedule:

COMMUNITY DEVELOPMENT DEPARTMENT FEE SCHEDULE

ENGINEERING PLAN REVIEW:

A. Single Family New Construction \$275.00

B. All Other

Estimated construction cost

Amount

All

2.0% of estimate (min. fee \$1,000)

NOTE: Above fees applicable for first and second reviews only. Additional reviews will be billed at cost plus 25% administrative overhead.

PLANNED UNIT DEVELOPMENT (PUD) PROJECTS:

Step #1 \$1,000.00 + preliminary engineering fees of \$2,500.00

Step #2 Current site plan fees and/or plat fees

SITE PLAN REVIEW: (All plan review fees are for the first two (2) reviews only; additional reviews are at cost plus 25%.)

- | | | |
|----|---|-----------------------------|
| A. | Planning/City Council Review | \$3,500.00 |
| B. | Administrative Review | \$2,500.00 |
| C. | Revised Site Plan Review | \$1,500.00 |
| D. | Landfill Development (Landfill Districts) | \$7,000 plus \$200 per acre |
| E. | Special Land Use | \$1,000.00 |
| F. | Special Meeting (if requested) Additional | \$700.00 |
| G. | Request for Site Plan Extension | \$400.00 |
| H. | Traffic Impact Study Review: | |
| | 1. 50 acres or less and less than 150 units (residential) or 200,000 gross building sq. ft. = | \$800 |
| | 2. Greater than 50 acres or more than 150 units (residential) or 200,000 gross building sq. ft. = | |
| | Cost to be determined upon submittal (\$100.00 per hour). | |

ZONING FEES:

Rezoning application	\$900.00
Temporary permit - special events	\$300.00
Temporary permit - flower/produce stand	\$ 50.00 per permit issuance + \$20/wk (or fraction thereof)
Land Exchange/Division:	
Land Exchange	\$150.00
Land Division	
Residential	\$850.00
Commercial/Industrial	\$1,000.00

Single Family Residential Tree Bond \$100.00

Street Tree Program:

Escrow deposit of \$368.00 per protected tree, as defined by the Woodlands Ordinance, for trees unable to be planted in conjunction with development activities.

Zoning Board of Appeals:

One Family Residential Use	\$125.00 first variance
	\$100.00 for each additional variance within the same petition

All other Zoning Districts	\$350.00 first variance
	\$125.00 for each additional variance within the same petition

BUILDING SERVICES FEES:**1. Building Permit Fee Schedule:**

Building Permit Fees (including sign):

Estimated cost of construction*

\$ 0 - 500	\$80.00
\$ 500 - 49,999	\$80.00 + \$7.00/1,000 over \$500
\$ 50,000 - 199,999	\$400.00 + \$5.00/1,000 over \$50,000
\$200,000 and over	\$1,050.00 + \$4.00/1,000 over \$200,000

*Estimated cost of construction shall not be less than values given by "Building Valuation Data Report", ICC

**Building Plans Microfilming/Digital Imaging Fee \$1.00 per page

NOTE: A 50% surcharge will be required if work commences prior to permit issuance.

2. Building Plan Review Fees*

Single family residential additions/alterations (only)	\$110.00
All other construction	\$300.00 minimum
0 - \$499,999	0.0040 of valuation
\$500,000 and over	\$1,900.00 base + 0.0015 of the valuation over \$500,000

*Estimated cost of construction shall not be less than values given by "Building Valuation Data Report", ICC

3. Demolition Permit (per structure) \$100.00

4. Mobile Home Installation Permit \$100.00

5. Special Inspection/Tenant Occupancy \$250.00

6. Construction Bonds (charged if footings are constructed)

Single Family Additions	\$250.00
New Single Family Home	\$500.00
Residential Shed and Deck Bond	\$ 50.00
All Others	\$500.00

7. Re-inspection Fees (charged if job is not ready when inspection is ordered) \$ 55.00

8. Builders License Registration Fee \$ 25.00

9. Construction Board of Appeals Meeting \$600.00

NOTE: A 50% surcharge will be required if work commences prior to permit issuance.

10. After Hours Construction Permit \$75.00

11. Zoning Approval/Zoning Verification Permit \$25.00

12. Vacant Building Inspection

Commercial	\$300.00
Residential	\$150.00

13. Liquor License Inspection \$100.00

FEE IN LIEU OF PARKING SPACES

\$6,000.00 per space; \$100.00 annual fee per space thereafter

City of Auburn Hills

Y2007 Project Submittal Deadlines

Site Plan or PUD Review

1 st Submittal	Staff Response	o 2 nd Submittal o Mail Citizen Participation Letter ₁	Staff Response	Final Submission	Administrative Team Review	o Final Corrections o Submit Citizen Participation Report ₁	Planning Commission Review	City Council Review
December 27	January 8	January 15	January 22	January 29	February 5	February 12	March 1	March 19
February 12	February 26	March 5	March 12	March 19	March 26	April 2	April 19	May 7
March 12	March 26	April 2	April 9	April 16	April 23	April 30	May 17	June 4
April 9	April 23	April 30	May 7	May 14	May 21	May 29	June 21	July 9
May 14	May 29	June 4	June 11	June 18	June 25	July 2	July 19	August 6
June 11	June 25	July 2	July 9	July 16	July 23	July 30	August 16	September 10
July 2	July 16	July 23	July 30	August 6	August 13	August 20	September 6	September 17
July 30	August 13	August 20	August 27	September 4	September 10	September 17	October 4	October 15
August 27	September 10	September 17	September 24	October 1	October 8	October 15	November 1	November 12
October 1	October 15	October 22	October 29	November 5	November 12	November 19	December 6	December 17
October 29	November 12	November 19	November 26	December 3	December 10	December 17	January 3	January 21

Special Land Use or Rezoning Review (no site plan)

Within 1,000 ft. of One-Family Residential		NOT Within 1,000 ft. of One-Family Residential				
Submittal	o Mail Citizen Participation Letter ₁	Submittal ₂	Administrative Team Review	o Final Corrections o Submit Citizen Participation Report ₁	Planning Commission Review	City Council Review
February 26	March 5	March 19	March 26	April 2	April 19	May 7
March 26	April 2	April 16	April 23	April 30	May 17	June 4
April 23	April 30	May 14	May 21	May 29	June 21	July 9
May 29	June 4	June 18	June 25	July 2	July 19	August 6
June 25	July 2	July 16	July 23	July 30	August 16	September 10
July 16	July 23	August 6	August 13	August 20	September 6	September 17
August 13	August 20	September 4	September 10	September 17	October 4	October 15
September 10	September 17	October 1	October 8	October 15	November 1	November 12
October 15	October 22	November 5	November 12	November 19	December 6	December 17
November 12	November 19	December 3	December 10	December 17	January 3	January 21

ZBA Review (Variances / Interpretations)	
Submittal Deadline	ZBA Meeting Date
February 6	March 8
March 13	April 12
April 10	May 10
May 15	June 14
June 12	July 12
July 10	August 9
August 14	September 13
September 11	October 11
October 9	November 8
November 13	December 13

Notes

₁ If applicable (required when site is within 1,000 ft. of one-family residential zoned property)

₂ Submittal date for applications not requiring Citizen Participation (CP) mailing



Site Plan Checklist

(1-22-07 Version)

Steven J. Cohen, AICP, PCP
City Planner

1827 N. Squirrel Road
Auburn Hills, MI 48326

Direct Dial: 248-364-6941
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Cover Sheet Requirements **(Separate Sheet)**

Note: Provide only the following on this sheet:

- ☐ Name of project
- ☐ Name of the City of Auburn Hills, Michigan
- ☐ Location Map
- ☐ Proprietor's name and address
(Include contact person, phone, and fax)
- ☐ Engineer's name and address
(Include contact person, phone, and fax)
- ☐ Architect's name and address
(Include contact person, phone, and fax)
- ☐ Landscape Architect's name and address
(Include contact person, phone, and fax)
- ☐ Table identifying sheets of site plan
(e.g., SP-1 / Tree Survey, SP-2, etc.)
- ☐ Professional seal
- ☐ Provide brief description of the company and scope of project designed for City use in press release.
(Should be no longer than three (3) paragraphs in length.)

NOTE:

Is the site plan in the required sheet order?

1. Cover Sheet
2. Tree Survey/Existing Conditions Sheet(s)
3. Dimensional Site Plan
4. Engineering Site Plan(s)
5. Landscape Plan
6. Floor Plan(s)
7. Elevation Plan
8. Miscellaneous Sheets

Yes or No

Note: Site plans will not appear before the Planning Commission unless in proper order.

Tree Survey/Existing Conditions Requirements **(Separate Sheet)**

- ☐ Wetlands, drainage courses, and flood areas per Ordinance No. 482
- ☐ Indicate existing vegetation per Woodlands Preservation Ordinance No. 763 (e.g., tree survey ... list of trees/create separate table for landmark trees)
- ☐ Existing structures, drives, or roads on parcel(s)
- ☐ Existing topography
- ☐ Show the following existing site features: (water main, sanitary sewer, storm sewer, ditches, culverts public easements, private utilities, private easements, and power poles).

Dimensional Site Plan Requirements:

(Separate Sheet from Engineering Plan) Do not show topography and utilities on this sheet

- ☐ Proprietor's name and address *(Include contact person, phone, and fax)*
- ☐ Name of the City of Auburn Hills, Michigan
- ☐ Date, including revisions
- ☐ Title block
- ☐ Northpoint and scale *(Label scale and show scale graphically)*
- ☐ Legal Description
- ☐ Location Map
- ☐ Professional seal
- ☐ **Correct sidwell identification number(s) ... Check number with City Assessor at 248-364-9436.**
(Place sidwell number(s) in lower right-hand side of plan ... call it "part of" if part of a larger parcel under land division review)
- ☐ Provide note: Not for Construction Drawings *(Place note in bold in lower right-hand side of plan above the sidwell number)*
- ☐ Site acreage figures *(Provide gross and net)*
- ☐ Label property line dimensions
- ☐ Label actual front, side, and rear setback dimensions of building (do not show dimensions of required setbacks). Provide table on plan showing **required and provided** setbacks.
- ☐ Label zoning classifications of adjacent parcels
- ☐ Show adjacent lot lines and buildings within 100 ft.
- ☐ Show ingress/egress (e.g., curb cuts) to all properties on the opposite side of the street
- ☐ Show proposed acceleration, deceleration, and passing lanes
- ☐ Label tie to major thoroughfare or section corner
- ☐ Label centerline of public or private roads
- ☐ Label existing and proposed R.O.W. lines
- ☐ Provide table showing total building floor area and usable building floor area
- ☐ Provide table showing **required and provided** parking calculations based on usable floor area include **required and provided** handicapped spaces *(If parking standard uses employees, show which standard is greater)*
- ☐ Label sample off-street parking space dimension, handicapped parking space dimension ... Both regular handicapped (8 ft. wide with 5 ft. stripe) and van accessible (8 ft. wide and 8 ft. stripe). *(Label van accessible handicapped spaces with "VAN" The van space is on the left hand side of the 8 ft. stripe).*
- ☐ Label all drive dimensions
- ☐ Show loading/unloading area on plan and provide **required and provided** calculation *(Shade gray to define the area / Calculate by using building length along the longest road frontage ... Section 1701, Item p and 1806. ... Do not block drives or parking spaces with loading/unloading area)*
- ☐ Label greenbelts paralleling R.O.W. and adjacent property lines

Dimensional Site Plan Requirements (Continued):

- ☐ Label internal sidewalks (7 ft. adjacent to buildings)
- ☐ Show and label width of 8 ft. pathway paralleling R.O.W. (Shade the pathway gray so it can be easily located on the plan)
- ☐ Show trash receptacle location, pad size, and method of screening per Section 1825 (Must be located 15 ft. away from building and adjacent property lines / Provide detail showing 6 ft. high masonry screen wall and wood gates. Do not forget to provide the "man door").
- ☐ Show sign locations and calculations
- ☐ Show 25 ft. wetland setback
- ☐ **Provide locations and notes for all traffic control signs required for the site on this sheet.** Use Michigan Manual of Uniform Traffic Control Devices ... (e.g., stop signs, do not enter signs, one-way signs, right turn only signs, no left turn signs, etc.).
- ☐ Provide the following **"GENERAL NOTES" - verbatim - do not place "FIRE DEPARTMENT NOTES" on this sheet. - if you have other relevant notes place them in a separate area and call them "ADDITIONAL NOTES":**
 1. All lighting shall be shielded and directed downward and away from adjacent properties. Lighting shall meet the requirements of Zoning Ordinance No. 372.
 2. Signs shall meet the requirements of Zoning Ordinance No. 372.
 3. No outside storage will be allowed, which includes pallet storage, overnight vehicles, or trailer storage.
 4. Ground mounted transformers and roof mounted mechanical equipment shall be screened per Zoning Ordinance No. 372.
 5. Parking spaces shall be double stripped per Zoning Ordinance No. 372.
 6. Provide indication whether or not an Environmental Impact Statement is required as Note #6 under "general notes." (Required for sites which are 20 acres or greater)
 7. Provide indication whether or not a Land Division or Combination is required as Note # 7 under "general notes."
 8. Provide indication whether or not Special Land Use permit application(s) are required as Note # 8 under "general notes." (List all Special Land Use permits requested and the relevant Sections of the Zoning Ordinance No. 372)

Engineering Plan Requirements: (Create Separate Sheet from General Site Plan)

DO NOT FORGET TO PLACE FIRE DEPT. NOTES AND STANDARD NOTES ON THIS SHEET !!!!

General Information

- ☐ Basic information required for the General Site Plan ... Do **NOT** provide **"GENERAL NOTES"** on this sheet
- ☐ Provide required **"CITY OF AUBURN HILLS STANDARD NOTES"** and **"FIRE DEPARTMENT NOTES"**...**Verbatim ... see attached**
- ☐ Show the following existing site features: (water main, sanitary sewer, storm sewer, ditches, culverts public easements, private utilities, private easements, and power poles).
- ☐ Provide a minimum of 10' horizontal separation between all proposed and existing utilities.
- ☐ Show all existing above ground flammable and combustible liquid storage tanks (to remain and any new tanks proposed).

- ☐ Show the limits of wetland areas and quantify any impacts.

Engineering Plan Requirements (Continued):



Water Main

- ☐ Label the size of all existing and proposed water main. The minimum size of mainline water main shall be 8". Water main shall extend across property frontage to service neighboring properties. If viable and/or practical, water main shall be looped.
- ☐ Label the existing and proposed minimum 12' wide public water main easement. All public water main shall be centered within the easement.
- ☐ Provide a hydrant and gate valve and well at the end of all dead end water main. The maximum dead end lengths are as follows:
 - 75' for 6" fire hydrant lead
 - 450' for 8" water main
 - 1,000' for 12" water main
- ☐ Show the location of the proposed domestic and fire protection (if required) services and valves. The valves shall be contained within the public water main easement. Domestic and fire protection services shall be allowed on 8" to 16" water main only.
- ☐ Show the location of all proposed fire hydrants. Hydrants shall be positioned so that any exterior point of the building is within 300' of a hydrant or at a maximum spacing of 500' within a residential development. Contact John Burmeister of the Fire Department at (248) 364-6755 to set up a meeting to confirm proper fire hydrant spacing.
- ☐ Provide a note indicating that cover over existing and proposed water main must be maintained at 5.5'.

Sanitary Sewer

- ☐ Label the size of all existing and proposed mainline sanitary sewer. The minimum size of mainline sanitary sewer shall be 10". Sanitary sewer shall extend across property frontage to service neighboring properties.
- ☐ Label the existing and proposed minimum 20' wide public sanitary sewer easement. All public sanitary sewer shall be centered within the easement. Wider easements will be required for deeper sewer to maintain a 1:1 excavated side slope within the easement.
- ☐ Label the size, type and slope of the proposed sanitary sewer lead. The minimum requirements are as follows:
 - 6" diameter
 - SDR 23.5
 - 1% slope
- ☐ Provide a note indicating that cover over existing and proposed sanitary sewer must be a minimum of 4'.

Storm Sewer

- ☐ Label all existing and proposed storm sewer.
- ☐ Provide a note indicating that cover over existing and proposed storm sewer must be a minimum of 2.5'.
- ☐ Provide calculations showing the capacity of the existing storm sewer system if a connection is proposed.
- ☐ Indicate the ultimate storm sewer outlet (County Drain, Galloway Creek, Clinton River, etc.) The storm sewer outlet shall be in accordance with the City of Auburn Hills Master Storm Drain Plan.

Engineering Plan Requirements (Continued):

Detention/Retention

- ☐ Show the location and side slopes of the proposed detention basin. Side slope shall not exceed 1:3 and all slopes exceeding 1:6 shall be fenced. A 1' freeboard area must be provided and indicated at top of bank of the detention basin. If a fence is necessary, it is recommended to be constructed of a black wrought-iron look material.
- ☐ Provide calculations for the sizing of the detention basin or inline storm sewer used as detention. All systems must be sized for a 100-year storm event, according to the Oakland County Simplification Method. The calculations should include the C-factor for the site, Discharge rate representative of the drainage district that the site is located, and the volume of storage required and provided for the site.
- ☐ If connecting to an existing detention basin, provide calculations showing the total volume of the existing basin, the C-factor used to size the existing basin, the amount of storage volume dedicated for the site and the amount of storage volume required for the site.
- ☐ Indicate the storm water overflow route.

Paving

- ☐ Provide pavement cross sections for on-site, public right of way, loading zone, pedestrian pathway, and sidewalk paving. The minimum pavement cross sections required are as follows:
 - Residential/Multi-Family – 3" asphalt on 8" 21 AA limestone aggregate base or 7" concrete on 6" 21 AA limestone aggregate base.
 - Commercial/Light Industrial – 4" asphalt on 8" 21 AA limestone aggregate base or 8" concrete on 6" 21 AA limestone aggregate base.
 - Industrial – 9" asphalt on 8" 21 AA limestone aggregate base or 9" concrete on 8" 21 AA limestone aggregate base.
 - Loading zone/dumpster pad – 8" concrete on 6" 21 AA limestone aggregate base
 - Pedestrian pathway (8' wide) – 3" asphalt on 4" 21 AA limestone aggregate base
 - Sidewalk (5' wide) – 4" concrete on 4" Class II sand
- ☐ Label drive entrance radii. The minimum radius should be 35'.
- ☐ Provide curb and gutter for the entire perimeter of paved area and include a cross sectional detail.

Site Grading

- ☐ Provide existing grades on site and a minimum of 100' beyond property lines or as necessary to determine impact on drainage.
- ☐ Provide proposed spot elevations and/or contours. Elevations shall be provided at, though not limited to, the following:
 - Top of curb and/or edge of pavement
 - Edge of walk
 - Top and bottom of wall
 - Property corners
 - Finished floor
 - Storm structures
 - Detention basin high water
- ☐ Provide proposed spot elevations Pavement slopes must be between 1% and 4% for parking areas and 1% and 6% for drives. Slopes to adjacent properties shall not exceed 1:4.

- ☐ Show the location and indicate the type of all existing and proposed retaining walls and provide a cross sectional detail.

Basic Landscape Plan Requirements:

(Separate Sheet)



- ☐ Basic information required on Dimensional Site Plan ... **Do NOT provide "GENERAL NOTES" or "FIRE DEPARTMENT NOTES" on this sheet.**
- ☐ Show utilities and proposed topography
- ☐ Provide the following in **TABLE FORMAT** showing landscape calculations per Section 1808 in the following order: ... **show table on site plan as follows**

Total Site Area		Show actual acreage Example: 4.30 ac – gross 4.25 ac - net
Requirement	Required	Provided
Net Landscape Area	<u>Commentary:</u> Show percent of net area <u>required</u> . (25% of net area in B-1 and 20% of net area in all other applicable districts shall be landscaped, exclusive of R.O.W., subaqueous areas, and retention/detention ponds. 50% of wetlands may be used toward landscaping credit.) <u>Show Calculation:</u> Example: 4.25 ac x .20 = 0.85 ac or 37,026 sq. ft. required	Show percent of net area provided.
Site Area Landscaping	<u>Commentary:</u> Approximate 50/50 mix of evergreen and deciduous trees is for each 1,000 sq. ft. of required landscape area <u>Show Calculation:</u> Example: 37,026 sq. ft. /1,000 = 37 trees	Show actual provided
Frontage Landscaping	<u>Commentary:</u> 1 tree for every 30 lineal ft. of greenbelt length along public or private roads. <u>Show Calculation:</u> Example: Squirrel Rd. - 150 ft. /30 = 5 trees Auburn Rd. - 300 ft. /30 = 10 trees	Show actual provided
Parking Interior Landscaping	<u>Commentary:</u> 1 tree for every 20 spaces in a row in parking interior island. Use only deciduous trees. This provision does <u>not</u> apply to parking adjacent to greenbelts or buildings, only in parking areas that are between drives that exceed 20 spaces (e.g., in the middle of a parking lot). If this standard does not apply ... write "N/A" under this part of the table <u>Show Calculation:</u> Example: 3 islands = 3 trees	Show actual provided
Total Landscape Trees	Show total required	Show total provided
Total Replacement Trees	Show total required	Show total provided

Basic Landscape Plan Requirements (Continued):

- ☐ Provide a **SEPARATE** table showing quantity, key, botanical name, common name, size, species percentage, and genus percentage for all trees. Show total number of trees at end of table.
- ☐ Provide a **SEPARATE** table shrubs showing quantity, key, botanical name, common name, size. Show total number of shrubs at end of table.

PLANT MATERIAL LIST:

LANDSCAPE TREES

DIVERSITY REQUIREMENTS:

One genus to constitute 20% of the Trees (90 Trees x 0.20 = 18 Trees)
One species to constitute 10% of the Trees (90 Trees x 0.10 = 9 Trees)

QTY	KEY	BOTANICAL NAME/COMMON NAME	SIZE/ROOT	PERCENTAGE	
				SPECIES	GENUS
8	GS	OMKGO BLOBA 'SARATOGA' (SARATOGA MAIDENHAIR TREE)	3" CAL. B&B	8%	8%
8	TC	TILIA CORDATA 'CHANCELLOR' (CHANCELLOR LINDEN)	3" CAL. B&B	8%	15%
7	TG	TILIA CORDATA 'GREENSPIRE' (GREENSPIRE LINDEN)	3" CAL. B&B	7%	
8	AR	ACER RUBRUM 'OCTOBER GLORY' (OCTOBER GLORY RED MAPLE)	3" CAL. B&B	8%	13%
5	AF	ACER RUBRUM 'ARMSTRONG' (ARMSTRONG MAPLE)	3" CAL. B&B	5%	
8	PL	PLATANUS ACERIFOLIA (LONDON PLANETREE)	3" CAL. B&B	8%	8%
6	GT	GLEDITSIA TRIANG. INERMIS 'SKYLINE' (SKYLINE HONEYLOCUST)	3" CAL. B&B	6%	14%
8	GI	GLEDITSIA TRIANG. INERMIS 'IMPOLE' (IMPERIAL HONEYLOCUST)	3" CAL. B&B	8%	
6	PN	PINUS NIGRA (AUSTRIAN PINE)	8" HT., B&B	6%	10%
4	PS	PINUS STROBUS (WHITE PINE)	8" HT., B&B	4%	
6	PG	PICEA GLAUCA 'DENSATA' (BLACKHILLS SPRUCE)	8" HT., B&B	6%	9%
3	PP	PICEA PUNGENS (COLORADO SPRUCE)	8" HT., B&B	3%	
6	AB	ABIES CONCOLOR (WHITE FIR)	8" HT., B&B	6%	13%
7	AS	ABIES BALSAMEA (BALSAM FIR)	8" HT., B&B	7%	
90	TOTAL				

PLANT MATERIAL LIST:

SHRUBS/PERENNIAL:

QTY	KEY	BOTANICAL NAME/COMMON NAME	SIZE/ROOT
14	TD	TAXUS MEDIA DENSIFORMIS (DENSE YEW)	24" HT., CONT.
25	TH	TAXUS MEDIA 'HICKSII' (HICKS YEW)	30" HT., CONT.
14	SB	SPINEX X BUNDA 'WINTER BERRY' (WINTER BERRY SPINEX)	24" HT., CONT.
29	JH	JAMPERUS K. PL. 'YOUNGSTOWN' (ANDORRA JAMPER)	18" SPD., CONT.
10	EA	EUONYMUS ALATA 'COMPACTA' (DWARF BURNING BUSH)	24" HT., CONT.
38	PF	POTENTILLA FRUT. 'PINK BEAUTY' (PINK BEAUTY POTENTILLA)	18" HT., CONT.
78	PA	PENSTEMON ALPES 'THAMEL' (DWARF FOUNTAIN GRASS)	NO. 2 CONT., 2' D.C.
245	RO	RUBRODIA FUL. 'SOLISTAR' (BLACK EYED SUSAN)	NO. 2 CONT., 18" D.C.
50	HS	HEMEROCALLIS 'STELLA D'ORO' (STELLA D'ORO DAYLILY)	NO. 2 CONT., 18" D.C.
170	HB	HELIOTROPION SEMPERVIRENS (BLUE OAT GRASS)	NO. 2 CONT., 18" D.C.

- ☐ Provide basic tree planting details.
- ☐ Utility lines are shown and trees should not conflict.
- ☐ If this site plan is part of an original City tree removal permit approval (e.g., mass grading, site condominium, subdivision, etc.) show how the trees are being placed back on the site in terms of the overall development. Show the accounting of how other projects linked to the previous approval have placed trees back onto the site (e.g., *Hypothetically 1000 replacement trees are required to be placed back on a site due to mass grading ... Building A was constructed and put in 250 replacement trees, Building B put in 100 replacement trees, Building C put in 150 replacement trees your project would plant 200 replacement trees ... thus, 300 replacement trees would still need to be planted on site.*)
- ☐ Show replacement tree calculation for "landmark trees" removed ... protected trees greater than 24" DBH



Basic Floor Plan Requirements:

(Separate Sheet)

- ☐ Show gross and usable square feet for each floor and a total of all floors
 - ☐ Provide plan for each floor
 - ☐ Provide a Minimum Building Code Compliance Chart per Jeff Spencer, Building Official (248-364-6940)
 - Use group classifications
 - Gross sq. ft. for all floors and number of stories including lower levels or basements
 - Construction type classification
 - Is the structure sprinkled and is it a N.F.P.A 13 system, 13R system, or 13D system
 - What mixed use options are being used for the design of the structure?
-

Basic Elevation Plan Requirements:

(Separate Sheet)

- ☐ **Review the City's Architectural Design Policy.**
- ☐ **Review the City's Green Building Policy.**
- ☐ Show north, south, east, and west elevations.
- ☐ Label the height of the building for each elevation. **Measure height to top of parapet.**
- ☐ Label the height of each floor of the building for each elevation.
- ☐ Show method of screening for rooftop mechanical equipment on elevation plan.
- ☐ Show sign locations and calculations.
- ☐ **Attach a letter or legal size colored copy of the facade design with submittal.**
- ☐ Provide the following note: **"Any modifications to the facade plan (including color) must be resubmitted to the City of Auburn Hills for revised approval. The use of neon, flags, or any other type of unapproved signage shall be prohibited per site plan review."**

CITY OF AUBURN HILLS STANDARD NOTES

CONSTRUCTION SHALL CONFORM TO CURRENT CITY OF AUBURN HILLS' STANDARDS.

NO WORK SHALL BE PERFORMED WITHOUT INSPECTION.

A PERMIT FROM THE DPW IS REQUIRED FOR ALL CONSTRUCTION WITHIN CITY ROW. NO EQUIPMENT OR MATERIAL STORAGE WILL BE PERMITTED IN THE ROW.

ALL CITY STREETS MUST BE MAINTAINED DURING CONSTRUCTION. STREETS SHALL BE KEPT FREE OF MUD, DIRT, CONSTRUCTION DEBRIS, DUST AND THE LIKE. IF CLEAN-UP IS NOT PERFORMED WITHIN 24 HOURS OF NOTIFICATION, THE CITY RESERVES THE RIGHT TO PERFORM THE WORK AND CHARGE THE DEVELOPER ACCORDINGLY.

WORKING HOURS (INCLUDING RUNNING OF ANY MACHINERY) SHALL BE RESTRICTED TO MONDAY THROUGH SATURDAY, 7:00 AM TO 7:00 PM; SUNUP TO SUNDOWN; WHICHEVER IS LESS. CONSTRUCTION OPERATIONS BEYOND THE PERIODS MENTIONED ABOVE SHALL BE PERMITTED ONLY AFTER WRITTEN APPROVAL OF THE CITY MANAGER OR HIS DESIGNEE.

ALL MATERIALS AND MANUFACTURERS SHALL CONFORM TO THE STANDARD DETAILS.

UTILITY STRUCTURES SHALL NOT BE LOCATED IN DRIVEWAYS, AND WHERE POSSIBLE, SHALL NOT BE LOCATED IN PAVED AREAS.

THE CONTRACTOR SHALL NOTIFY ALL UTILITY COMPANIES IN ACCORDANCE WITH ACT 53 OF P.A. OF 1974 AND ALSO CONTACT OAKLAND COUNTY UTILITY AND PROTECTION SERVICE (MISS DIG 1-800-482-7171) THREE (3) WORKING DAYS BEFORE THE START OF ANY CONSTRUCTION.

THE CONTRACTOR SHALL PROVIDE NECESSARY SIGNS, BARRICADES AND LIGHTS TO PROTECT TRAFFIC AND THE WORK AS DIRECTED BY THE ENGINEER. SUCH DEVICES SHALL BE PLACED PRIOR TO STARTING WORK IN AFFECTED AREAS.

ALL SOIL EROSION AND SEDIMENTATION CONTROLS SHALL BE IN ACCORDANCE WITH THE OAKLAND COUNTY STANDARDS AND DETAILS. THE CONTRACTOR SHALL FOLLOW LOCAL RULES AND REGULATIONS FOR SOIL EROSION AND SEDIMENTATION CONTROL FOR ALL MATERIALS THAT ARE DISPOSED OFF OF THE PROJECT SITE.

ALL SOIL EROSION MEASURES MUST BE PROPERLY PLACED PRIOR TO GRADING OR OTHER CONSTRUCTION ACTIVITIES.

FIELD CHANGES TO THE APPROVED PLAN SHALL BE BROUGHT TO THE ATTENTION OF THE INSPECTOR ON SITE, WHO WILL DETERMINE WHETHER THE CHANGE IS CONSIDERED "SIGNIFICANT". "SIGNIFICANT" FIELD CHANGES SHALL BE SUBMITTED TO THE CITY BY THE DESIGN ENGINEER. THE CITY SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN APPROVAL OF CHANGES TO THE APPROVED SITE IMPROVEMENT (ENGINEERING) PLAN.

WHERE POSSIBLE, PUBLIC UTILITIES SHALL NOT BE PLACED UNDER PAVEMENT. THE CITY OF AUBURN HILLS SHALL NOT BE RESPONSIBLE FOR PAVEMENT, CURB, OR OTHER RESTORATION OF PERMANENT FACILITIES LOCATED WITHIN THE MUNICIPAL EASEMENT.

3 WORKING DAYS PRIOR TO STARTING CONSTRUCTION, CONTACT THE CONSTRUCTION DEPARTMENT OF ORCHARD, HILTZ & McCLIMENT, INC. AT (734) 466-4539 TO SCHEDULE INSPECTION. OHM SHALL INSPECT ALL SITE IMPROVEMENTS INCLUDING UNDERGROUND UTILITY INSTALLATION, EARTHWORK OPERATIONS, RETAINING WALLS, PAVEMENT IN CITY R.O.W., ALL SIDEWALKS OR SAFETY PATHS IN ANY PUBLIC R.O.W., AND ANY ADDITIONAL ITEMS NOTED DURING REVIEW OR AT THE PRE-CONSTRUCTION MEETING. FINAL OCCUPANCY MAY BE AFFECTED IF PROCEDURES ARE NOT FOLLOWED FOR PROPER INSPECTION.

PERMANENT STRUCTURES OF ANY TYPE, INCLUDING BUT NOT LIMITED TO, TREES, LIGHT POLES, DRAINAGE STRUCTURES, SANITARY STRUCTURES, BENCHES, TRASH RECEPTACLES, ETC., WILL NOT BE ALLOWED WITHIN THE INFLUENCE OF THE PUBLIC WATER MAIN OR SANITARY SEWER EASEMENTS.

Place verbatim on Engineering Plan

FIRE DEPARTMENT NOTES

1. THE FOUR (4) INCH STEAMER CAPS ON ALL HYDRANTS WILL BE PAINTED ACCORDING TO THE FOLLOWING:

WHITE-ON 4.00 INCH MAINS
RED-ON 6.00 INCH MAINS
ORANGE-ON 8.00 INCH MAINS
GREEN-ON 12.00 INCH MAINS
BLUE-ON 16.00 INCH OR LARGER MAINS
2. NO PARKING SHALL BE PERMITTED AND/OR NO OBSTRUCTIONS SHALL BE PLACED OR CONSTRUCTED WITHIN FIFTEEN (15) FEET OF ANY FIRE HYDRANT OR FIRE DEPARTMENT CONNECTION, PUBLIC OR PRIVATE.
3. THE FIRE DEPARTMENT CONNECTION MUST BE LOCATED WITHIN ONE HUNDRED (100) FEET OF A FIRE HYDRANT AND WITHIN FIFTY (50) FEET OF A MINIMUM EIGHTEEN (18) FOOT WIDE PAVED DRIVEWAY OR STREET.
4. GAS METERS, PROPANE TANKS, OVERHEAD ELECTRICAL SERVICE, AND TRANSFORMERS MUST NOT BE LOCATED ON THE SAME SIDE OF THE BUILDING OR STRUCTURE AS THE FIRE DEPARTMENT CONNECTION UNLESS A CLEAR DISTANCE OF ONE HUNDRED FIFTY (150) FEET CAN BE MAINTAINED BETWEEN UTILITIES AND THE FIRE DEPARTMENT CONNECTION.
5. ALL DRIVE AREAS MUST BE POSTED AS FIRE LANES WITH UNIFORM SIGNS IN KEEPING WITH THE STANDARD ESTABLISHED IN THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES. SIGNS MUST BE ERECTED ON BOTH SIDES OF THE FIRE LANES WITH SPACING BETWEEN SIGNS NOT TO EXCEED ONE HUNDRED (100) FEET.
6. DESIGNATED EXIT DOORS ONTO DRIVES OR PARKING AREAS MUST BE PROTECTED WITH GUARD POSTS OR PARKING BLOCKS.
7. A WHITE HIGH VISIBILITY STRIP SHALL BE PAINTED ON THE UPPER FLANGE OF ALL FIRE HYDRANTS.



Green Building Policy

Encouraging LEED Certification

The City of Auburn Hills seeks to encourage the voluntary achievement of LEED certification for all applicable municipal and private development projects.

What is LEED Certification?

The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ is a voluntary rating system recognized nationally as the benchmark for sustainable building design. The program was created by the U.S. Green Building Council to provide a definitive standard for what constitutes a "green building." Project rating is based on a point-based system with four certification levels, which include Certified, Silver, Gold, and Platinum. Projects that satisfy requirements for at least 26 points (out of a possible 69) earn basic certification.

Why Build Green?

Green building design presents an opportunity to reduce the impact that development has on the natural environment. While green building principles are based on sound environmental policies, they are also grounded in economics. Studies have shown that this design approach offers many economic advantages, such as:

- Command for higher rents due to green features, including low emission materials and natural daylighting, as well as systems that offset increasing energy and water costs.
- Project lifecycle savings as the result of lower electricity, heating, cooling, water, and waste disposal costs along with reduced operations and maintenance costs.
- Increased staff productivity and reduced absenteeism due to better lighting, improved indoor air quality, and enhanced thermal comfort.

Sample Green Building Practices

	Simple Actions Smaller Commitment	→	Complex Actions Larger Commitment
Site Planning	Design project to limit impact on site	Preserve and relocate trees	Pursue brownfield redevelopment opportunities
Stormwater Management	Design functional landscaping such as rain gardens and native plants	Reduce impervious surfaces, use porous pavements	Install green roofs and stormwater cisterns
Energy Consumption	Install energy efficient fixtures and appliances	Buy "green power" or use passive solar design	Generate renewable energy on-site
Heating and Air Conditioning	Install energy efficient HVAC unit, additional insulation, and/or a white roof	Install a Energy Recovery Ventilator	Install a geothermal system
Materials Use	Use low-VOC paints, carpets, and adhesives	Use Insulated Concrete Forms for exterior walls	Reuse part of existing structure or interior materials
Construction and Design Processes	Manage demolition waste streams	Orient and design building to optimize daylight	Protect natural areas and create permanent easements
Water Consumption	Install low-flow sinks and showers	Install dual flush toilets and waterless urinals	Install greywater systems

Source: University of Michigan. Building Green for the Future: Case Studies of Sustainable Development in Michigan (June 2005)

For Additional Information:

U.S. Green Building Council

website: <http://www.usgbc.org>

Contacts:

City of Auburn Hills

Steve Cohen, City Planner – 248-364-6941

Shawn Keenan, Water Resources Coordinator – 248-364-6926





Checklist for New Construction – Page 1

E Ecological **P** Productivity* **S** Operational Savings
* Strategies that promote health and comfort of building occupants

Site Planning		Points	Benefits
1	<u>Construction Activity Pollution Prevention</u> o Prevent loss of soil during construction by stormwater runoff and/or wind erosion, including protecting topsoil by stockpiling for reuse. o Prevent sedimentation of storm sewer or receiving streams. o Prevent polluting the air with dust and particulate matter.	Required	E
2	<u>Site Selection</u> o Avoid development of inappropriate sites and reduce the environmental impact from the location of a building on a site (e.g., stay out of floodplain, wetland setback, etc.).	1	E
3	<u>Site Development, Protect or Restore Habitat</u> o <u>OPTION 1</u> - On greenfield sites, limit all site disturbance to 40 feet beyond the building perimeter; 10 feet beyond surface walkways, patios, surface parking and utilities less than 12 inches in diameter; 15 feet beyond primary roadway curbs and main utility branch trenches; and 25 feet beyond constructed areas with permeable surfaces (such as pervious paving areas, stormwater detention facilities and playing fields) that require additional staging areas in order to limit compaction in the constructed area. OR o <u>OPTION 2</u> - On previously developed or graded sites, restore or protect a minimum of 50% of the site area (excluding the building footprint) with native or adapted vegetation. Native/adapted plants are plants indigenous to a locality or cultivars of native plants that are adapted to the local climate and are not considered invasive species or noxious weeds. Projects using vegetated roof surfaces may apply the vegetated roof surface to this calculation if the plants meet the definition of native/adapted.	1	E
4	<u>Site Development, Maximize Open Space</u> o Reduce the development footprint (defined as the total area of the building footprint, hardscape, access roads and parking) and/or provide vegetated open space within the project boundary to exceed the local zoning's open space requirement for the site by 25%. Wetlands or naturally designed ponds may count as open space if the side slope gradients average 1:4 (vertical: horizontal) or less and are vegetated.	1	E / P
5	<u>Light Pollution Reduction</u> o Minimize light trespass from the building and site, reduce sky-glow to increase night sky access, improve nighttime visibility through glare reduction, and reduce development impact on nocturnal environments.	1	E / S
6	<u>Development Density & Community Connectivity</u> o Channel development to urban areas with existing infrastructure, protect greenfields, or preserve habitat and natural resources.	1	E
7	<u>Brownfield Redevelopment</u> o Rehabilitate damaged sites where development is complicated by environmental contamination, reducing pressure on undeveloped land.	1	E
8	<u>Alternative Transportation, Public Transportation Access</u> o Locate project within 1/4 mile of one or more stops for two or more public or campus bus lines usable by building occupants.	1	E / P
9	<u>Alternative Transportation, Bicycle Storage & Changing Rooms</u> o Provide secure bicycle racks and/or storage (within 200 yards of a building entrance) for 5% or more of all building users (measured at peak periods), AND, provide shower and changing facilities in the building, or within 200 yards of a building entrance, for 0.5% of Full-Time Equivalent (FTE) occupants.	1	E / P
10	<u>Alternative Transportation, Low-Emitting and Fuel-Efficient Vehicles</u> o Provide preferred parking for low-emitting and fuel-efficient vehicles for 5% of the total vehicle parking capacity of the site.	1	E / P
11	<u>Alternative Transportation, Parking Capacity</u> o Size parking capacity to meet, but not exceed, minimum local zoning requirements, AND, provide preferred parking for carpools or vanpools for 5% of the total provided parking spaces OR ...Provide preferred parking for carpools or vanpools, marked as such, for 5% of total provided parking spaces.	1	E
12	<u>Heat Island Effect, Non-Roof</u> o Provide any combination of the following strategies for 50% of the site hardscape (including roads, sidewalks, courtyards and parking lots): 1) shade (within 5 years of occupancy); 2) solar reflecting paving materials; and 3) open grid pavement system OR ... Place a minimum of 50% of parking spaces under cover (defined as under ground, under deck, under roof, or under a building).	1	E / S
13	<u>Heat Island Effect, Reflective or Vegetated Roof</u> o Use solar reflecting roofing materials for a minimum of 75% of the roof surface. OR ... Install a vegetated roof for at least 50% of the roof area.	1	E / S



Green Building Policy
Encouraging LEED Certification

Checklist for New Construction– Page 2

E Ecological **P** Productivity* **S** Operational Savings
* Strategies that promote health and comfort of building occupants

Stormwater Management		Points	Benefits
14	<u>Stormwater Design, Quantity Control</u> o Limit disruption of natural water hydrology by reducing impervious cover, increasing on-site infiltration, reducing or eliminating pollution from stormwater runoff, and eliminating contaminants.	1	E
15	<u>Stormwater Design, Quality Control</u> o Implement a stormwater management plan that reduces impervious cover, promotes infiltration, and captures and treats the stormwater runoff from 90% of the average annual rainfall using acceptable best management practices (BMPs). o Use alternative surfaces (e.g., vegetated roofs, pervious pavement or grid pavers) and nonstructural techniques (e.g., rain gardens, vegetated swales, disconnection of imperviousness, rainwater recycling) to reduce imperviousness and promote infiltration thereby reducing pollutant loadings. o Use sustainable design strategies to design integrated natural and mechanical treatment systems (e.g., constructed wetlands, vegetated filters, and open channels) to treat stormwater runoff.	1	E / P / S
Water Consumption		Points	Benefits
16	<u>Water Efficient Landscaping, Reduce by 50%</u> o Reduce potable water consumption for irrigation by 50% from a calculated mid-summer baseline case. Reductions shall be attributed to any combination of the following items: 1) plant species factor; 2) irrigation efficiency; 3) use of captured rainwater; and 4) use of recycled wastewater	1	E / S
17	<u>Water Efficient Landscaping, No Potable Use or No Irrigation</u> o Use only captured rainwater, recycled wastewater, or recycled greywater. OR ... Install landscaping that does not require permanent irrigation systems.	1	E / S
18	<u>Innovative Wastewater Technologies</u> o Reduce potable water use for building sewage conveyance by 50% through the use of water conserving fixtures (water closets, urinals) or non-potable water (captured rainwater, recycled greywater, and on-site wastewater). OR ... Treat 50% of wastewater on-site to tertiary standards. Treated water must be infiltrated or used on-site.	1	E / S
19	<u>Water Use Reduction, 20% Reduction.</u> o Maximize water efficiency within buildings to reduce the burden on municipal water supply and wastewater systems. Calculations are based on estimated occupant usage and shall include only the following fixtures (as applicable to the building): water closets, urinals, lavatory faucets, showers and kitchen sinks.	1	E / S
20	<u>Water Use Reduction, 30% Reduction</u> (see above)	1	E / S
Energy Consumption / Heating and Air Conditioning		Points	Benefits
21	<u>Fundamental Commissioning of the Building Energy Systems</u> o Verify that the building's energy related systems are installed, calibrated and perform according to the owner's project requirements, basis of design, and construction documents.	Required	P / S
22	<u>Minimum Energy Performance</u> o Establish the minimum level of energy efficiency for the proposed building and systems.	Required	E / S
23	<u>Fundamental Refrigerant Management</u> o Reduce ozone depletion. Zero use of CFC-based refrigerants in new base building HVAC&R systems. When reusing existing base building HVAC equipment, complete a comprehensive CFC phase-out conversion prior to project completion. Phase-out plans extending beyond the project completion date will be considered on their merits.	Required	E
24	<u>Optimize Energy Performance</u> o Achieve increasing levels of energy performance above the baseline in the prerequisite standard to reduce environmental and economic impacts associated with excessive energy use.	1 to 10	E / P / S
25	<u>On-Site Renewable Energy</u> o Use on-site renewable energy systems to offset building energy cost.	1 to 3	E / S
26	<u>Enhanced Commissioning</u> o Begin the commissioning process early during the design process and execute additional activities after systems performance verification is completed.	1	P / S
27	<u>Enhanced Refrigerant Management</u> o Reduce ozone depletion and support early compliance with the Montreal Protocol while minimizing direct contributions to global warming.	1	E
28	<u>Measurement & Verification</u> o Provide for the ongoing accountability of building energy consumption over time.	1	E / S
29	<u>Green Power</u> o Provide at least 35% of the building's electricity from renewable sources.	1	E



Green Building Policy Encouraging LEED Certification

Checklist for New Construction– Page 3

E Ecological **P** Productivity* **S** Operational Savings
* Strategies that promote health and comfort of building occupants

Materials Use / Construction Design Processes		Points	Benefits
30	<u>Storage & Collection of Recyclables</u> o Provide an easily accessible area that serves the entire building and is dedicated to the collection and storage of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics and metals.	Required	E
31	<u>Building Reuse, Maintain 75% of Existing Walls, Floors & Roof</u> o Maintain at least 75% (based on surface area) of existing building structure (including structural floor and roof decking) and envelope (exterior skin and framing, excluding window assemblies and non-structural roofing material). Hazardous materials that are remediated as a part of the project scope shall be excluded from the calculation of the percentage maintained. If the project includes an addition to an existing building, this credit is not applicable if the square footage of the addition is more than 2 times the square footage of the existing building.	1	E
32	<u>Building Reuse, Maintain 95% of Existing Walls, Floors & Roof</u> (see above)	1	E
33	<u>Building Reuse, Maintain 50% of Interior Non-Structural Elements</u> o Use existing interior non-structural elements (interior walls, doors, floor coverings and ceiling systems) in at least 50% (by area) of the completed building (including additions). If the project includes an addition to an existing building, this credit is not applicable if the square footage of the addition is more than 2 times the square footage of the existing building.	1	E
34	<u>Construction Waste Management, Divert 50% from Disposal</u> o Recycle and/or salvage at least 50% of non-hazardous construction and demolition debris. Develop and implement a construction waste management plan that, at a minimum, identifies the materials to be diverted from disposal and whether the materials will be sorted on-site or commingled. Excavated soil and land-clearing debris do not contribute to this credit.	1	E
35	<u>Construction Waste Management, Divert 75% from Disposal</u> (see above)	1	E
36	<u>Materials Reuse, 5%</u> o Use salvaged, refurbished or reused materials such that the sum of these materials constitutes at least 5%, based on cost, of the total value of materials on the project. Mechanical, electrical and plumbing components and specialty items such as elevators and equipment shall not be included in this calculation. Only include materials permanently installed in the project. Furniture may be included.	1	E
37	<u>Materials Reuse, 10%</u> (see above)	1	E
38	<u>Recycled Content, 10% (post-consumer + ½ pre-consumer)</u> o <u>Post-consumer material</u> is defined as waste material generated by households or by commercial, industrial and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. o <u>Pre-consumer material</u> is defined as material diverted from the waste stream during the manufacturing process. Excluded is reutilization of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.	1	E
39	<u>Recycled Content, 20% (post-consumer + ½ pre-consumer)</u> (see above)	1	E
40	<u>Regional Materials, 10% Extracted, Processed & Manufactured Regionally</u> o Use building materials or products that have been extracted, harvested or recovered, as well as manufactured, within 500 miles of the project site for a minimum of 10% (based on cost) of the total materials value. If only a fraction of a product or material is extracted/harvested/recovered and manufactured locally, then only that percentage (by weight) shall contribute to the regional value.	1	E
41	<u>Regional Materials, 20% Extracted, Processed & Manufactured Regionally</u> (see above)	1	E
42	<u>Rapidly Renewable Materials</u> o Use rapidly renewable building materials and products (made from plants that are typically harvested within a ten-year cycle or shorter) for 2.5% of the total value of all building materials and products used in the project, based on cost.	1	E
43	<u>Certified Wood</u> o Use a minimum of 50% of wood-based materials and products, which are certified in accordance with the Forest Stewardship Council's (FSC) Principles and Criteria, for wood building components. These components include, but are not limited to, structural framing and general dimensional framing, flooring, sub-flooring, wood doors and finishes, and furniture.	1	E



Green Building Policy Encouraging LEED Certification

Checklist for New Construction– Page 4

E Ecological **P** Productivity* **S** Operational Savings
* Strategies that promote health and comfort of building occupants

Indoor Environmental Quality		Points	Benefits
44	Minimum Indoor Air Quality Performance	Required	P
45	Environmental Tobacco Smoke (ETS) Control o Minimize exposure of building occupants, indoor surfaces, and ventilation air distribution systems to tobacco smoke. Prohibit in the building or create designated smoking areas.	Required	P
46	Outdoor Air Delivery Monitoring o Install permanent monitoring systems that provide feedback on ventilation system performance to ensure that ventilation systems maintain design minimum ventilation requirements.	1	P
47	Increased Ventilation o Increase breathing zone outdoor air ventilation rates to all occupied spaces by at least 30% above the minimum code rates	1	P / S
48	Construction IAQ Management Plan, During Construction o Reduce indoor air quality problems resulting from the construction/renovation process in order to help sustain the comfort and well-being of construction workers and building occupants.	1	P
49	Construction IAQ Management Plan, Before Occupancy o Develop and implement an Indoor Air Quality (IAQ) Management Plan for the pre-occupancy. Flush out by injecting outdoor air or conduct air testing.	1	P
50	Low-Emitting Materials, Adhesives & Sealants o All adhesives and sealants used on the interior of the building shall comply with LEED standards.	1	E / P
51	Low-Emitting Materials, Paints & Coatings o Paints and coatings used on the interior of the building shall comply with LEED standards.	1	E / P
52	Low-Emitting Materials, Carpet Systems o All carpet and pad installed in the building interior shall meet the testing and product requirements of the Carpet and Rug Institute's Green Label Plus program.	1	E / P
53	Low-Emitting Materials, Composite Wood & Agrifiber Products o Composite wood and agrifiber products used on the interior of the building shall contain no added urea-formaldehyde resins (e.g., particleboard, medium density fiberboard, plywood, wheatboard, strawboard, panel substrates, and door cores).	1	E / P
54	Indoor Chemical & Pollutant Source Control o Design to minimize and control pollutant entry into buildings and later cross-contamination of regularly occupied areas.	1	P
55	Controllability of Systems, Lighting o Provide a high level of lighting system control by individual occupants or by specific groups in multi-occupant spaces (e.g., classrooms or conference areas) to promote the productivity, comfort and well-being of building occupants.	1	E / S
56	Controllability of Systems, Thermal Comfort o Provide a high level of thermal comfort system control by individual occupants or by specific groups in multi-occupant spaces (e.g. classrooms or conference areas) to promote the productivity, comfort and well-being of building occupants.	1	E / S
57	Thermal Comfort, Design o Design HVAC systems per ASHRAE Standard 55-2004 to provide a comfortable thermal environment that supports the productivity and well-being of building occupants.	1	P
58	Thermal Comfort, Verification o Agree to implement a thermal comfort survey of building occupants within a period of six to 18 months after occupancy.	1	P
59	Daylight & Views, Daylight 75% of Spaces o Provide for the building occupants a connection between indoor spaces and the outdoors through the introduction of daylight and views into the regularly occupied areas of the building.	1	P / S
60	Daylight & Views, Views for 90% of Spaces	1	P
Innovation & Design Process		Points	Benefits
61	Innovation in Design: _____	1-4	--
62	LEED® Accredited Professional	1	--
Project Totals (pre-certification estimates)		69 Points	

Certified 26-32 points **Silver** 33-38 points **Gold** 39-51 points **Platinum** 52-69 points

GREEN BUILDING, USGBC AND LEED

October 2006



The U.S. Green Building Council is the nation's foremost coalition of leaders from across the building industry working to promote buildings that are environmentally responsible, profitable and healthy places to live and work. Green buildings increase productivity, improve health, conserve the Earth's resources, and cost less to operate and maintain. They are becoming highly prized assets for companies, communities and people across the country.

USGBC is the acknowledged leader in green building and development. USGBC's LEED® (Leadership in Energy and Environmental Design) Green Building Rating System™ has provided the reliable building design and performance measurement systems that building owners and operators need. Founded in 1993, USGBC is a 501(c)(3) non-profit organization. The organization is governed by a 22-member Board of Directors elected by the full USGBC membership. USGBC is a dues-based membership organization representing over 6,300 companies from 12 membership categories.

A staff of more than 70 professionals administers an extensive program of education, information and advocacy that is anchored by the LEED Green Building Rating System. LEED is a voluntary standards and certification program that defines high-performance green buildings and encompasses all building types including New Construction, Existing Buildings, Commercial Interiors, Core & Shell, Homes, and Neighborhoods. USGBC's LEED accreditation, education workshops, chapter programs in more than 60 communities, and the annual Greenbuild conference provide a strong foundation for green building education.

LEED provides a complete framework for meeting sustainability goals and assessing building performance in six categories: Sustainable Sites; Water Efficiency; Energy and Atmosphere; Materials and Resources; Indoor Environmental Quality; Innovation and Design Process. Four progressive levels of LEED certification – Certified, Silver, Gold and Platinum – can be achieved based on the number of points awarded to a building project. Certain prerequisites must be achieved in order to qualify for certification.

With more than 623 certified buildings and over 4,000 registered buildings, USGBC has extensive experience in assessing, documenting and administering what has become the leading green building rating system in the United States. Consensus-based and scientifically driven, LEED provides well-defined processes for incorporating constantly evolving practices and technologies,

A current example of LEED's constant evolution is the process by which USGBC is addressing wood and wood certification issues. The Council convened a meeting of forest industry stakeholders in September 2005 to solicit their perspectives on wood and wood certification in the context of the LEED. Subsequently, USGBC's Board of Directors directed the LEED Steering Committee (LSC) to address bio-based materials (including wood) within LEED via USGBC's fair, open and transparent consensus process. The LSC in turn directed the Materials and Resources Technical Advisory Group (MR-TAG) to review and provide recommendations and a rationale for how to improve the intent and technical content of the bio-based credits in the LEED system.

As a third-party certification system, LEED validates achievement and establishes leadership in the green building sector. LEED provides a clear roadmap for sustainable design and then ensures its performance by documenting that the building is constructed as designed.

As the following statistics make abundantly clear, LEED stands alone as the pre-eminent green building rating system in the United States:

\$7 billion: The annual market for green building in products and services

563 million: Square feet of commercial building space registered or certified under the LEED® (Leadership in Energy and Environmental Design) Green Building Rating System™ developed and administered by the U.S. Green Building Council

34,336: Professionals trained through LEED workshops

25,700: LEED Accredited Professionals

6,300: USGBC member organizations, including corporations, governmental agencies, and nonprofits

623: Total LEED certified projects

4,000+: Total LEED registered projects

3425: Building projects are LEED-NC registered and an additional 485 building projects have completed LEED-NC certification

360: Building projects have registered with LEED-CI and an additional 83 have completed certification

207: Building projects have registered with LEED-EB and an additional 34 have completed certification

219: Building projects have registered with LEED-CS and an additional 21 have completed certification

46: Percent of LEED projects owned by federal, state and local governments

International:

12: Countries with LEED projects

States:

50: States with LEED projects

17: States have adopted LEED

Local:

56: Local governments have adopted LEED

90: Percent reduction in employee relocation costs in buildings with flexible design features

40: Percent increase in sales in stores with skylights

(from a study for the California Board for Energy Efficiency Third Party Program)

30: Percent cut in energy use can save tenants 50 cents per square foot per year *(according to U.S. Environmental Protection Agency research)*

20: Percent savings in O&M costs for LEED buildings over their life

(from The Costs and Financial Benefits of Green Buildings: A Report to California's Sustainable Building Task Force)

7: Percent increase in employee productivity in buildings with increased lighting control *(from a Carnegie Mellon University study)*

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Auburn Hills makes it easier to be green

City Council adopts policy encouraging environmentally friendly building practices.

Joe Menard / The Detroit News

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AUBURN HILLS -- Things are going to start getting a little greener in Auburn Hills.

The City Council this week adopted a policy that will encourage developers to incorporate environmentally friendly building practices -- including optimizing daylight to save energy, reducing water use and building rain gardens to absorb storm water runoff to protect local waterways -- in future developments in the city.

The policy asks developers to voluntarily incorporate the "green" building practices to achieve the United States Green Building Council's Leadership in Energy and Environmental Design, or LEED, certification. There are four levels of certification -- certified, silver, gold and platinum -- dependent on how many "green" elements are incorporated in the development.

By adopting the policy, Auburn Hills joins other communities promoting environmentally friendly building practices. At least 48 cities, eight counties, 17 states, 33 school districts and 10 federal agencies in the United States and Canada have some sort of LEED initiative. Michigan requires LEED certification for all state-supported projects over \$1 million.

City leaders say "green" buildings are the wave of the future and they are working with the building council to hold workshops in the city early next year for city leaders and area developers to learn more about the certification process.

"We can help guide businesses in this direction," said Shawn Keenan, the city's water resources coordinator.

The proposed high-rise Auburn Financial Center near Interstate 75 would be the city's first LEED certified building, said City Planner Steve Cohen. That project is still in the planning phases.

You can reach Joe Menard at (248) 647-7429 or jmenard@detnews.com.

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City of Auburn Hills Architectural Design Policy

Purpose

The City of Auburn Hills seeks to promote architectural design which is harmonious with adjacent structures and sensitive to the natural environment. No single architectural style will be mandated within Auburn Hills. However, the reliance on or use of a standardized "corporate or franchise" style is strongly discouraged, unless it can be shown to the Planning Commission and City Council's satisfaction that such style meets the objectives noted below. Strongly thematic architectural styles associated with some chain restaurants, gas stations, big box, and service stores are discouraged and, if utilized, will be recommended to be modified to be compatible with the City's design objectives.

The primary purpose of this policy statement is to achieve the following goals:

- Enhance and protect Auburn Hills' quality of life and community image through agreed upon architectural design objectives; and
- Protect and promote Auburn Hills' long-term economic vitality through architectural design objectives which encourage high quality development, while discouraging less attractive and less enduring alternatives.

Design Objectives

The following architectural design objectives are intended to apply to all non-residential and multi-family residential development within the City. New building construction shall provide a sense of permanence and timelessness. High quality construction and materials should be used to ensure that buildings will not look dated or worn down over time, nor require excessive maintenance:

- Exterior building materials should be aesthetically pleasing and compatible with materials and colors of nearby structures. Predominant exterior building facade materials shall consist of high quality, durable products. Durable building materials such as brick, sandstone, fieldstone, decorative concrete masonry units, wood, and glass are recommended. External Insulation Finished Systems (E.I.F.S.) material should be utilized only on the building trim and accent areas. The use of E.I.F.S. as a predominant facade material is discouraged;
- Building colors should accent, blend with, or complement surroundings. Facade colors are recommended to be earth tone colors which are low reflectance, subtle, and neutral (e.g., grays, greens, burgundies, browns, and tans). The coloring of all materials should be integral to the product and not painted on the surface of said product. The use of high intensity colors, metallic colors, black or fluorescent colors is discouraged. Primary colors are requested to be reserved for trim and accent areas. Exposed neon tubing is not an acceptable feature on buildings;
- The pitched roof designs are highly recommended for low-rise retail, office, and multi-family residential buildings utilizing architectural asphalt shingles or standing-seam metal panels. Flat roofs are not encouraged. In the case of strip malls, big box stores, and shopping centers; such buildings shall provide elevations which reflect this objective through variations in facade setback and parapet wall presentations. Roof colors are requested to be muted and compatible with the dominant building color;
- Long blank walls on retail buildings are to be avoided through the use of foundation landscaping and architectural details and features. Large scale retail buildings are encouraged to have height variations to reduce scale and give the appearance of distinct elements; and
- Lastly, in accordance with Zoning Ordinance requirements, roof top mechanical installations shall be appropriately screened so as to block the view from adjacent public and private streets and properties. Such screening shall match or compliment the overall theme of the building.

Examples of Auburn Hills Civic Buildings



Public Safety Building - 1899 N. Squirrel Road



Community Development Building - 1827 N. Squirrel Road



Fire Station #3 - 3253 Joslyn Road



Department of Public Works - 1500 Brown Road



Public Library—3400 E. Seyburn Drive

Examples of Chain Stores with Upgraded Building Materials



Discount Tire – 200 Brown Road



Wendy's Restaurant – 130 Brown Road



McDonald's Restaurant – 4435 Lapeer Road



Olive Garden Restaurant – 700 Brown Road



Home Depot – 4150 Joslyn Road

Examples of Buildings Illustrating Appropriate Design



Hillfield Industrial Park – 2211 Auburn Road



Makino Building – 2600 Superior Court



Valeo Building – 4100 N. Atlantic Boulevard



Oakland Euro Center – 3201 E. University Drive

Examples of Buildings Illustrating Appropriate Design



Osmic, Inc. – 1900 Taylor Road



AH Christian Center - 2592 E. Walton Boulevard



Cobblestone Manor Historic Inn – 3151 University Drive



GKN Automotive, Inc. - 3300 University Drive



AH Shopping Center - 3901 Baldwin Road

Examples of Buildings Illustrating Appropriate Design



Volkswagen – 3800 Hamlin



DaimlerChrysler – 800 Chrysler Drive



Koll Corporate Center – 900 N. Squirrel Road



Guardian Industries – 2300 Harmon Road



Goertz & Schiele – 1750 Summit Drive

Citizen Participation Ordinance

- City will provide labels - property owners and occupants within 1,000'
- City Planner shall review letter before it is mailed.

CITIZEN PARTICIPATION ORDINANCE: An Innovative Way to Involve Residents in the Development Review Process

By Steven J. Cohen, AICP, PCP, City Planner, Auburn Hills

In January 2003, the City of Auburn Hills adopted an innovative ordinance which requires developers to have communication and interaction with adjacent residents about their project at the beginning of the development review process. Developers are required to work in good faith with residents to resolve issues and answer questions. This requirement has improved the review process in the City.

"Opening Up" the Development Review Process

The City examined many options for involving residents earlier in the review pro-

cess; but ultimately, it was decided that developers needed to take responsibility for contacting residents and resolving concerns prior to the public meeting.

Historically, the main concern expressed to City leaders by residents about the development review process was timing. Typically, a developer spends several months and thousands of dollars to design an acceptable plan; however, the average resident typically learns about a project for the first time a week prior to the public meeting. Residents are inserted in the process at the very last possible moment and asked to go to the public meeting to speak on a proposal they know little or nothing about. So, while developers were ready for a decision, residents were new to the process – and concerned about how the development might affect their property. Meetings were frequently long, unpleasant, and unproductive. The need for process improvement was evident.

Ordinances adopted by municipalities in Arizona and California were examined; but the lead came from a local home and apartment builder who had developed two major projects in the City of Auburn Hills during the late 1990s. The developer, Silverman Development Company, was respectful and accommodating in addressing the concerns of adjacent residents early in the development review process. Their process was so successful that the City decided that future developers should work with residents in the same way. The result was the Citizen Participation Ordinance.

The requirements are not intended to produce complete consensus on all applications, but to encourage developers to be good neighbors and to allow for informed decision making. When a proposed project is within 1,000 feet of property zoned single-family residential, developers are required to notify all property owners within 1,000 feet regarding details of their project

About the Author

Steven J. Cohen, AICP, PCP is the City Planner for the City of Auburn Hills, Michigan. For more information contact Mr. Cohen at scohen@auburnhills.org or 248-364-6941. □

(i.e., rezoning, special land use permit, site plan, or planned unit development). The typical method of notification involves the developer sending out a letter to those residents. The City provides the address labels and reviews the developer's letter prior to mailing. Prior to appearing at a public meeting, the developer provides a written report indicating how many letters were sent out, who responded, what issues were raised, and how they attempted to address issues raised by residents.

Results

The Citizen Participation Ordinance has made the development review process much more efficient. Residents feel as if they are part of a dialogue and developers like the fact that there are fewer surprises during public meetings. Developers appreciate the process because it helps avoid costly delays.

Steve Robinson, Executive Vice President of Silverman Development Company, supports the City's new ordinance and explains it should be adopted as standard business practice by all developers. Mr. Robinson states:

"There are several benefits to working positively with neighbors to a project. Educating the public, prior to the actual public hearing, provides for a more beneficial and productive public hearing. The initial emotion generated by the project is spent prior to public hearing, compromises have been made and issues resolved, and the Planning Commission only has to decide unresolved issues. The evidence that the City's ordinance is having the desired effect is in the comments they are receiving, such as: 'Thanks for including us in the process.' Our company has noticed a positive and productive tone from the public. The City of Auburn Hills should be congratulated for the implementation of the ordinance."

Laura Ochs, an Auburn Hills resident, summed up the ordinance with her comments about a major redevelopment project near her home:

"I am happy that the City of Auburn Hills requires developers to work with their neighbors. While it is still shocking to see the changes in my area, I feel it is a win-win situation. The developer addressed my concerns, promptly answered my questions, and helped ease me into the upcoming changes in my area. Throughout this process City officials encouraged me to be vocal at planning meetings, treated my concerns with respect, and provided me the venue to express my issues. If this had not been the process, I would have felt powerless over these changes and would have moved from this community. As it is, I'm excited to see the project come to fruition and feel it will be an asset to our area." □

CITY OF AUBURN HILLS ZONING ORDINANCE

SECTION 1833. CITIZEN PARTICIPATION REQUIREMENTS

The intent of this section is to: 1) ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community; 2) ensure that interested citizens have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and 3) facilitate ongoing communication between the applicant and interested citizens throughout the application review process. The requirements outlined in this Section shall apply in addition to any notice provisions required elsewhere in this Ordinance.

The citizen participation requirement is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

Whenever in this Ordinance a rezoning, special land use permit, site plan, or planned unit development is proposed on property within one thousand (1,000) feet of property zoned R-1A, R-1, R-2, R-3, and R-4 One-Family Residential district, the following requirements shall be met:

1. Step One: Written Intent for Citizen Participation

A. **Required Information.** At a minimum, the written intent for citizen participation shall include the following information:

1. How those interested in and potentially affected by an application will be notified that an application has been made. At a minimum, interested or potentially affected citizens shall include the following:
 - a. Property owners and occupants within one thousand (1,000) feet of the proposed project. The applicant shall obtain said list property owners and occupants from the Community Development Department.
 - b. Other interested parties who have requested that they be placed on the interested parties notification list maintained by the Community Development Department.
2. How those interested and potentially affected parties will be informed of the substance of the development proposed by the application.
3. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public review by the Planning Commission.
4. The applicant's schedule for completion of the citizen participation efforts.
5. How the applicant will keep the Community Development Department informed on the status of their citizen participation efforts.

B. **Timing.** The applicant may submit a written intent for citizen participation and begin implementation prior to formal application at their discretion. However, implementation shall not occur until after a pre-application meeting with Community Development Department staff.

2. Step Two: Final Citizen Participation Report

A. **Required Information.** The applicant shall provide a written report on the results of their citizen participation effort no later than seven (7) days prior to the public meeting. This report will be attached to the informational packet provided to the Planning Commission and City Council. At a minimum, the citizen participation report shall include the following information:

1. Details of techniques the applicant used to involve the public, including:
 - a. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
 - b. Content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other publications.
 - c. Where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located.
 - d. The number of people that participated in the process.
2. A summary of concerns, issues and problems expressed during the process, including:
 - a. The substance of the concerns, issues, and problems.
 - b. How the applicant has addressed or intends to address concerns, issues and problems expressed during the process.
 - c. Concerns, issues and problems the applicant is unwilling or unable to address and why. □

CITIZEN PARTICIPATION LETTER

*In Sight Communities
7152 Magnolia Lane
Waterford, MI 48327
248-366-1100*

January 17, 2006

Dear Neighbor,

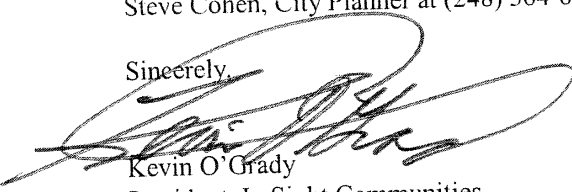
We are notifying you, in accordance with the City of Auburn Hills' Citizen Participation Ordinance, that our company has submitted an application to the City of Auburn Hills to develop 30 single family homes.

The project, South Valley Oaks, is proposed to be developed on a 14 acre parcel located south of Bald Mountain Road approximately one quarter mile east of Lapeer Road. If approved by the City, we intend to begin construction this year. If everything progresses as planned, the project should be completed in approximately 2 years.

We have attached the preliminary layout of the proposed development for your perusal.

The City of Auburn Hills Planning Commission is scheduled to review our project on February 2, 2006. If you have any questions or concerns, please contact me at (248) 366-1100. If you wish to speak to a City Representative regarding our project, feel free to call Steve Cohen, City Planner at (248) 364-6941.

Sincerely,



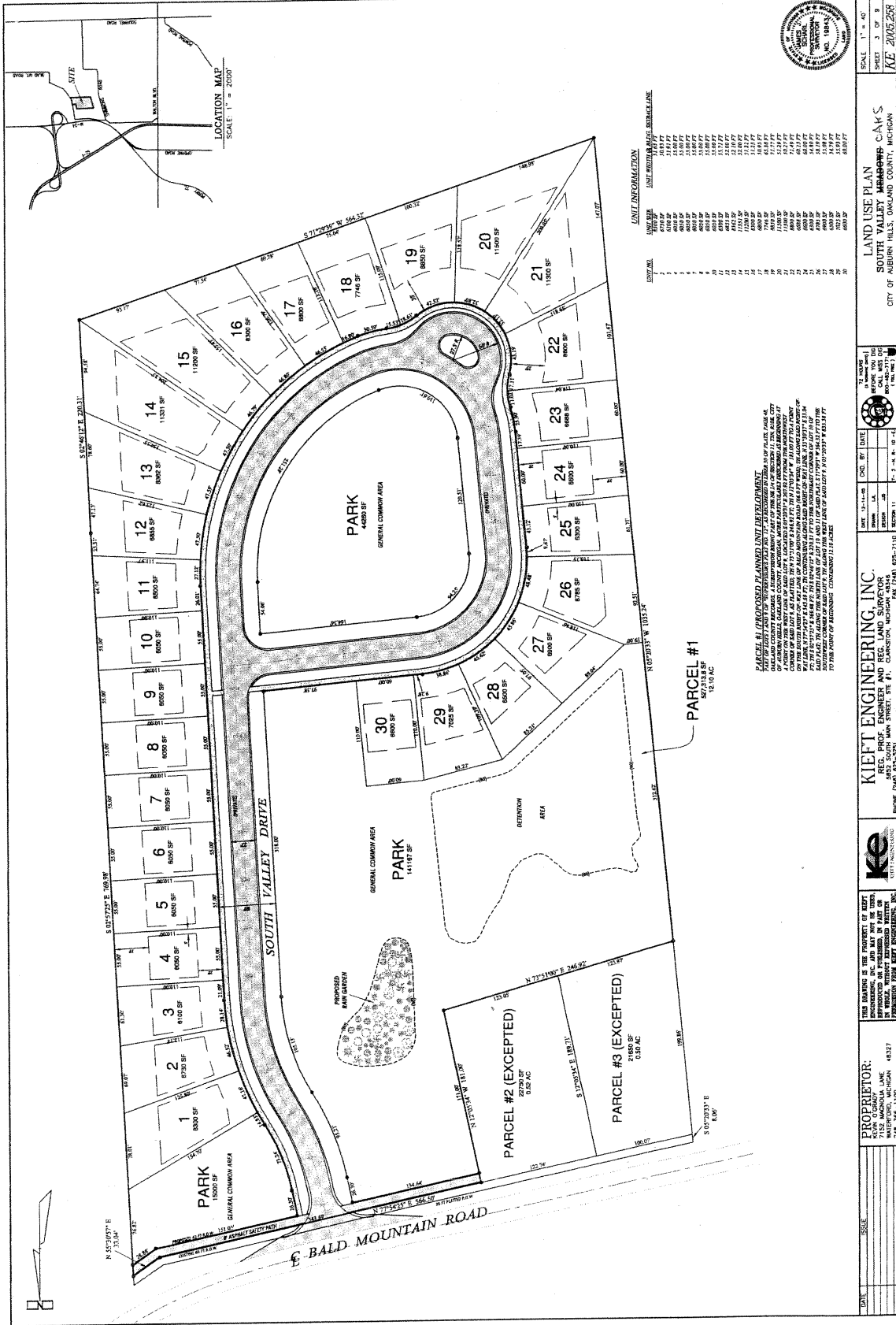
Kevin O'Grady

President, In Sight Communities

RECEIVED

JAN 17 2006

AUBURN HILLS
COMMUNITY DEVELOPMENT DEPT



CITIZEN PARTICIPATION REPORT

In Sight Communities
7152 Magnolia Lane
Waterford, MI 48327
248-366-1100

RECEIVED

JAN 27 2006

AUBURN HILLS
COMMUNITY DEVELOPMENT DEPT.

January 27, 2006

Dear Mr. Cohen:

At your request, we are recapping our "Dear Neighbor" letter mailed to residents informing them of our hope to develop a new subdivision, South Valley Oaks. We mailed out a total of 420 letters using the mailing labels supplied by the City of Auburn Hills. The letters went out in batches on January 17th, 18th and 19th.

We have received a phone call from Marcia Lichty informing us that she and her daughter own a total of 1.5 acres adjacent to our proposed subdivision, and she wanted to discuss the possibility of selling their property to us in order to expand the development.

We also received a phone call from a Mr. Church, who is a developer in the area and was interested to know at what price the homes would be selling.

If you have any further questions, please feel free to call our office.

Sincerely,

Wendy Ignash
In Sight Communities

CITIZEN PARTICIPATION LETTER



ASSELIN
ASSOCIATES
ARCHITECTS

4488 WEST BRISTOL ROAD • FLINT, MICHIGAN 48507 • PHONE (810) 230-9311 • FAX (810) 230-2831

December 30, 2005

Re: Proposed Auburn Hills Medical Building

Dear Neighbor:

We are notifying you in accordance with the Citizen Participation Ordinance that our company has submitted a site plan application to the City of Auburn Hills.

We have requested approval of a 25,048 square foot office building. The proposed building will be two stories with a walkout basement, 5,808 square feet on the second floor, 12,136 square feet on the first floor and 7,103 square feet on the basement level.

The site of the new building will be located on 2.307 acres, on South Boulevard, west of Southhampton, and will house professional offices. We anticipate hours of operation to be 8:00 a.m. to 5:00 p.m. Monday through Friday.

We are designing the new building and site improvements to be sensitive to our adjacent residential neighbors. There will be a landscape buffer added around the entire site, per City code; lighting will be shielded to not allow light trespass on adjacent properties. The building appearance will be a combination of brick and glass.

We have included drawings of the preliminary design of the proposed building for your perusal.

The City of Auburn Hills Planning Commission is scheduled to review our site plan application on February 2, 2006. If you have any questions or concerns, please contact the architect, John Asselin at (810) 230-9311. If you wish to speak to a City Representative regarding our project, feel free to call Steve Cohen, City Planner at (248) 364-6941.

Sincerely,

John L. Asselin, Jr.
Asselin Associates Architects

Enclosure
JLA/ss

CITIZEN PARTICIPATION REPORT

January 27, 2006

Re: Proposed Auburn Hills Medical Building

Dear Mr. Cohen:

As of today's date, out of the 339 Citizen Participation Letters that our office sent out on January 3, 2006, we have only received one response to that letter. The response was a letter from a Mr. Samuel New, which you had forwarded to us.

Mr. New's letter did not include a phone number in which to contact him. In our attempts to locate such a phone number we came upon a Mrs. Veronica New. Ms. New is addressed at 870 South Hampton, a neighbor of Mr. Samuel New. Ms. New has given our office a contact number that we could use to try and get in contact with Mr. New.

Our office has attempted to get in contact with Mr. New several times but with no success. Our attempts at contacting Mr. New are as follows: January 20, 2006, January, 25, 2006 (at approximately 4:50 and 6:55 P.M.), as well as January 26, 2006 (at approximately 8:25 A.M). Mr. New does not have an answering machine, so we could not leave a message.

We are continuing our attempts to get in contact with Mr. New with hopes of setting up a consultation prior to the Site Plan Review meeting on February 2, 2006 to address any concerns that he or any other concerned citizens may have.

Sincerely,
John L. Asselin, Jr.
Asselin Associates Architects

CITIZEN PARTICIPATION LETTER

SAYLOR BUILDING COMPANY

189 EAST BIG BEAVER, SUITE 211

TROY, MICHIGAN 48083-1202

PHONE: 248-524-2950

FAX: 248-524-0005

April 29, 2005

Re: SUNSET TERRACE SITE CONDOMINIUMS
Southeast Corner of Waukegan and Schoolcraft Road

Dear Neighbor,

In accordance with the City of Auburn Hill's Citizen Participation Ordinance, we are notifying you that our company has submitted a Site Plan Application to the City of Auburn Hills for a parcel in your neighborhood.

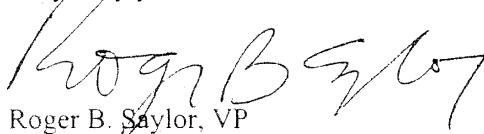
We plan to divide the land into eight 60' x 110' sites with an individual home on each site, and a preliminary sketch is enclosed for your review.

New colonial-style homes will be 1700-2100 square feet with 3 bedrooms, 2-1/2 baths, full basements and an attached 2-car garage. If our customers desire a split-level home, the style with the master bedroom on the 1st floor and the remainder of bedrooms upstairs, we are prepared to offer that plan, as well.

The homes will have covered front porches, garages set back from the front of the home to emphasize the house architecture, and several other features like horizontal siding, arched windows, and brick or stone accents.

The City of Auburn Hills Planning Commission is scheduled to review our Site Plan Application on June 2, 2005. If you have any further questions, please contact our office at (248) 524-2950. If you wish to speak to a City Representative regarding our project, feel free to call Steve Cohen, City Planner at (248) 364-6941.

Very truly yours,



Roger B. Saylor, VP

RBS/dh
Enclosure

CITIZEN PARTICIPATION REPORT

SAYLOR BUILDING COMPANY

189 EAST BIG BEAVER, SUITE 211

TROY, MICHIGAN 48083-1202

PHONE: 248-524-2950

FAX: 248-524-0005

May 26, 2005

Mr. Steve J. Cohen, AICP, PCP
City Planner
City of Auburn Hills
1827 N. Squirrel Road
Auburn Hills, MI 48326

Re: Sunset Terrace Site Condominiums
Citizen Participation Report

Dear Steve,

On April 29, 2005, we sent out 277 letters to comply with the Auburn Hills Zoning Ordinance regarding Citizen Participation from the surrounding residents. To date, seventeen letters were returned to our office as non-deliverable.

Several neighbors called out of curiosity seeking clarification between condominiums and site condominiums. We reassured the neighbors that there are not any multi-family buildings – just single-family detached homes. Others wanted to know the size of the lots and the type and size of the homes from a “property value” stand point. Some neighbors inquired about the purchase of homes and asked to be put on our mailing list.

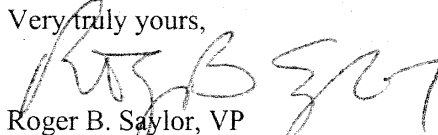
On May 4, 2005, our office had detailed conversations with Fred Mack of 3217 Margaret and Jeff Beauchamp of 312 S. Squirrel.

I personally met with Fred Mack on May 12th at his home on Margaret Street and he was most concerned about the vegetation buffer at his rear yard. We clarified the location of his property line - he incorrectly thought his property abutted Sunset Terrace due to a wayward pink engineer's ribbon caught in the bushes - and he asked about blowing dust. I informed him that we will both install soil erosion controls and silt fencing per county requirements and also work to minimize dust. Using the proposed engineering plan as a visual aid, he seemed to understand that the utility work is relatively minor and short term.

Mr. Beauchamp has a house that fronts on Squirrel Road, and he, too, wanted to clarify property lines. On the phone, I confirmed that Sunset Terrace rear yards are approximately 110' from his rear property line.

Finally Mr. Cohen, due to concerns from the city, we redesigned the storm sewer and grading plan to save the Landmark Maple near the northeast corner of Sunset Terrace.

Very truly yours,


Roger B. Saylor, VP

RBS/dh