

Documents required for approval

- A site plan showing the location of the structure and its setback distance from the property line.
- 7 sets of design plans 11x17 and 3 sets of design plans 24x36 : showing the façade and floor plans (Construction plans are not required for DRB approval).
- List and samples of building materials, including siding and roof materials and colors.
- Completion of a DRB (Design Review Board) Application with applicable fee. You can find the form [here](#).
- Upon DRB Approval, applicant fills out a Pre-Application for a Building Permit with the associated fee and a Zoning Compliance Permit. Find the forms [here](#).
- Four sets of approved plans, approved Pre-Application for a Building Permit along with **construction plans** are then delivered to the City of Southfield Building Dept. for review and issuance of permits.
- Upon completion of the project, the City of Southfield will notify the Village that all inspections have been completed. The Village will review the project and if all conditions of the approval have been met, a **Certificate of Occupancy** will be issued by the Village.

New construction follows similar procedures.

Call the Village office to receive current charges for reviews.