

**Macomb Township  
54111 Broughton Road  
Macomb, MI 48042  
(586) 992-0710 x 4**

**APPLICATION PACKET**

**FOR**

**SITE CONDOMINIUM SUBDIVISION  
FINAL PLAN REVIEW**

**APPLICANTS TAKE NOTICE OF THE FOLLOWING:**

All applications must contain each and every page from this application packet, including the checklist and any unused pages. If your application does not include all items, it will not be received by the Clerk's Office.

Please use only the forms provided with this application. No other forms, however similar, will be accepted.

**Michael D. Koehs, CMC  
Township Clerk**

**CHECKLIST OF DOCUMENTS REQUIRED FOR APPLICATION FOR SITE CONDOMINIUM  
SUBDIVISION FINAL PLAN REVIEW**

Please place a check mark in the box next to each item as you assemble the following required information. When complete, submit the completed application package to the Macomb Township Clerk's Office.

- One (1) copy of the completed Site Condominium Subdivision Final Plan Application form, found on page 4.
- Payment of review fee of \$1,335.00, *plus* \$20.00 per additional acre over two (2). Please make your check payable to '**Macomb Twp. Treasurer**' (**Funds are non-refundable**)
- Eighteen (18) copies of the Final Plan (drawn to scale and tri-folded), drawn according to §17-131 of the Macomb Township Land Division Ordinance. **After the plans clear the initial reviews, the Clerk's Office may request additional copies of the revised plans for distribution.**
- Eighteen (18) copies of Landscape Plan for 20' common area, drafted in compliance with Macomb Township's Land Division Ordinance §17-162(b). **After the plans clear the initial reviews, the Clerk's Office may request additional copies of the revised plans for distribution.**
- Letter from the Township Engineer approving the detailed engineering plans.
- Copies of transmittal letters indicating that an adequate number of copies of the Final Plan were distributed to the required authorities, including but not limited to:
  - 1 copy to each school district having jurisdiction in the area
  - 3 copies of the detailed engineering plans shall also be submitted to the Township Engineer, in a form acceptable to them
  - 3 copies to the Macomb County Road Commission
  - 3 copies to the County Drain Commissioner
  - 3 copies to the Michigan Department of Transportation if project abuts state highway or trunkline
  - 2 copies to the Conservation Department if project abuts a lake, stream, channel or lagoon
  - 2 copies to the Michigan Department of Environmental Quality if project abuts a body of water or is located within the floodplain
  - 3 copies to the Health Department if public water and sewer are not present
  - 1 copy to all registered utility companies
- One (1) completed Documentation Supporting The Request form, found on page 5. Completion of this form is optional.
- One (1) completed Affidavit of Ownership form, found on page 6, accompanied by two (2) copies of Proof of Ownership; Land Contract, Affidavit of Land Contract, Option Agreement, Deed, etc.
- One (1) completed Verification of Recorded Legal Property form, found on page 7.
- One (1) copy of the approved Master Deed, in draft form.
- Evidence shall be provided that a contract for the operation and maintenance of street lights has been executed between the township and the developer.
- Evidence shall be provided that a contract for the operation and maintenance of all stormwater facilities to be installed in the development has been executed between the township and the developer, if applicable.

## SITE CONDOMINIUM FINAL PLAN REVIEW PROCESS

- Step 1:** Applicant submits a complete application and eighteen (18) copies of the Final Plan, amended per the comments received during Preliminary Plan review, within one (1) year of the date of approval of the Preliminary Plan.
- Step 2:** The plans are distributed to the Township Departments for review. Reviews are required from the following: Water & Sewer Department, Assessor, Fire Inspector, Building Department, Township Engineer, Township Planner, and all applicable local, county and state agencies.
- Step 3:** If plans are acceptable, a Public Hearing Notice will be sent out to Owner and Adjoining Property Owners within 300 feet of the property in question
- Step 4:** The Clerk's Office will inform the Applicant or Applicant Representative of the date and time for the Public Hearing.
- Step 5:** At the Public Hearing, the Planning Commission will give its report, recommending approval or denial of the Final Plan to the Township Board of Trustees. A letter shall be sent to the Applicant or the Applicant's Representative stating the recommendations specified and the date of the Board meeting at which the Final Plan will be considered.
- Step 6:** The Township Board will hold a Public Hearing, notice of which will be sent to the Owner and Adjoining Property Owners within 300 feet of the property in question.
- Step 7:** The Township Board of Trustees will consider the Final Plan at the next regular Township Board of Trustees meeting. The Board may reject or approve the Final Plan, the reason for their decision must be in writing.
- Step 8:** A letter communicating the Board's decision is sent to the Applicant or their Representative.
- Step 9:** Final Plan approval is valid for one (1) year from the date of Township Board approval. The Board may extend Final Plan approval for one (1) additional year, provided the Petitioner requests an extension in writing prior to the expiration date.
- Step 10:** Applicant shall submit two (2) true copies of the recorded Master Deed for the development for review by the Township Engineer and Township Attorney. They will communicate to the township whether the recorded Master Deed agrees with the draft submitted and approved during the review phase.
- Step 11:** The applicant must provide the township with a financial guarantee to ensure the completion of all site improvements. The amount of the bond must be approved by the Township Engineer.
- Step 12:** Once the site improvement bond is posted and the site improvements complete, the applicant must submit an as-built reproducible mylar of the completed site for approval by the Township Engineer.
- Step 13:** After the Attorney approves the recorded Master Deed and the Engineer approves the as-built mylar, units may be sold and permits may be issued.

## ALL APPLICANTS TAKE SPECIAL NOTICE OF THE FOLLOWING:

### Site Condominium Final Review Requirements:

1. **Start of Construction.** No site improvement(s) may be initiated, or units sold, until Final Plan approval has been granted.
  2. **Posting of Financial Guarantees for Completion of Site Improvements.** Prior to the issuance of construction permits, the Applicant must provide the Township with a financial guarantee to ensure the complete of all site improvements. The amount of such guarantee shall be based on a detailed cost estimate, provided by the applicant, and as approved by the Township Engineer.
  3. **Final Acceptance.** The Township requires the completion of all required site improvements prior to final acceptance. After construction of the Condominium Subdivision site improvements, as-built reproducible Mylar of the completed site is to be submitted to the Township for review by the Township Engineer. A building permit for units will not be issued until the as-built Mylar for site improvements, excluding sidewalks and drive-ways, has been duly reviewed and accepted by the Township.
  4. **Duration of Final plan.**
    - a. **Duration.** Final approval of the Final Plan by the Township Board of Trustees shall be for a period of one (1) year from the date of its approval. Note: It is not the Townships responsibility to notify you prior to your projects expiration date.
    - b. **Extension of Deadline.** The Township Board of Trustees may extend the one-year period if applied for and granted in writing, upon a showing of good cause.
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### Township Policies:

1. **Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the Applicant or their Representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date.
2. **Planning Commission Policy Regarding Request To Table.** Should the petitioner request the tabling of a scheduled matter, an amount equal to one-half the original fee shall be charged. Said fee shall be remitted to the Township within two working days of the rescheduling of the matter. If the fees are not paid, the matter may be withdrawn from the agenda.
3. **Department Reviews.** Submittal of this application does not imply that the plans are acceptable, the review of the information by all departments and agencies will indicate if they are acceptable.
4. **Fees.** A fee of \$100.00 per ½ hour shall be charged for meetings with staff or planning consultant.
5. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted.

**APPLICATION FOR SITE CONDOMINIUM SUBDIVISION**  
**FINAL PLAN REVIEW**

MACOMB TOWNSHIP PLANNING COMMISSION  
54111 BROUGHTON ROAD  
MACOMB, MICHIGAN 48042  
(586) 992-0710 EXT. 4

**Only Complete Applications Will Be Accepted (PLEASE PRINT OR TYPE)**

Condominium Name \_\_\_\_\_

Type of Development:     Residential     Commercial     Industrial     Other \_\_\_\_\_

**Permanent Parcel No. 08 -**          -          -         

**APPLICANT INFORMATION**

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Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Representative Name \_\_\_\_\_ Phone \_\_\_\_\_  
(if different from applicant)

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**PROPERTY INFORMATION**

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Location of Property \_\_\_\_\_  
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

Property Frontage (in feet) \_\_\_\_\_ Property Depth (in feet) \_\_\_\_\_

Present Zoning Classification \_\_\_\_\_  
(see zoning map of Macomb Township)

Existing Land Use \_\_\_\_\_

**ENGINEER/LAND SURVEYOR**

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Name (Company) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Contact Professional \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



**AFFIDAVIT OF OWNERSHIP**

**PLEASE TAKE NOTICE** that an Affidavit of Ownership must be filed with all development and variance applications in Macomb Township. **Proof of ownership or interest in the property must be attached (i.e. deed, land contract, option agreement, lease, etc.).** This requirement must be fulfilled in order to promptly process your application.

If the applicant is not the fee titleholder of the subject property, he/she is a purchaser according to \_\_\_\_\_, it is necessary to establish the fee title holder's intention and desire to have the subject property receive Township approval.  
(Land contract, option, lease, etc.)

(I), (We), \_\_\_\_\_, the undersigned fee title owner(s) of property  
(name)  
hereinafter referenced, acknowledge (my) (our) intention and desire to have the property described within the attached application for \_\_\_\_\_ receive consideration by Macomb Township.  
(type of application to be filed)

(I), (We) further authorize \_\_\_\_\_ as a(n) \_\_\_\_\_  
(name of applicant) (recite applicant's interest in property)  
of the property, to process an Application with the Township of Macomb on (my) (our) behalf.

\_\_\_\_\_  
(name) (owner) (name) (owner)

\_\_\_\_\_  
(name) (owner) (name) (owner)

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**THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER:**

08 - \_ \_ - \_ \_ - \_ \_

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STATE OF MICHIGAN  
ss.  
COUNTY OF MACOMB

On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally appeared \_\_\_\_\_  
(name of applicant)  
\_\_\_\_\_ to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that \_\_\_\_\_ executed the same as \_\_\_\_\_  
(he, she, they) (his, her, their)  
free act and deed.

\_\_\_\_\_  
Notary Public  
Macomb County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in Macomb County, Michigan

**VERIFICATION OF RECORDED LEGAL PROPERTY**

**PROJECT NAME** \_\_\_\_\_

**Application To Be Filed (check off)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Variance           | <input type="checkbox"/> Technical Change           | <input type="checkbox"/> House Move-on                    |
| <input type="checkbox"/> Rezoning           | <input type="checkbox"/> Tentative Preliminary Plat | <input type="checkbox"/> Sign(s) / Ground Sign            |
| <input type="checkbox"/> Site Plan Approval | <input type="checkbox"/> Final Preliminary Plat     | <input type="checkbox"/> Certificate of Zoning Compliance |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Preliminary Plan Review    | <input type="checkbox"/> Other                            |
| <input type="checkbox"/> Revised Site Plan  | <input type="checkbox"/> Final Plan Review          |   |

**PERMANENT PARCEL NO. 08** - \_ \_ - \_ \_ - \_ \_ .

PUBLIC ROAD(S) FRONTAGE \_\_\_\_\_

ADDRESS OF PARCEL (if available) \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

**LEGAL DESCRIPTION  
(INSERT HERE)**

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**Do Not Write Below This Line – Assessor’s Use Only**

Is the property proposed for use properly recorded with Macomb Township?     YES     NO

COMMENTS:

\_\_\_\_\_  
**Dan Hickey, Township Assessor**