

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042

Planning Department

586-992-0710 x2276

www.macomb-mi.gov



APPLICATION PACKET FOR:

SITE PLAN REVIEW

APPLICANTS TAKE NOTICE OF THE FOLLOWING:

All applications must be complete. If your application does not include all items, it will not be received by the Planning Department.

CHECKLIST OF DOCUMENTS REQUIRED TO COMPLETE THIS APPLICATION:

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 Planning Department.

- Completed Application** - Seventeen (17) copies of the completed application (Page 5), plus the signed original.
- Payment** - Please make your check payable to '**Macomb Twp. Treasurer**' (**Non refundable**)
Site Plan Review (SPR): \$1,819.00
- Site Plan(s)** - Seventeen (17) copies on 24" x 36" sheet(s).
- Floor Plan(s)** - Seventeen (17) copies of general floor plan(s)
- Elevation Drawing(s)** - Seventeen (17) copies of architectural elevation drawing(s).
- Landscape and Lighting Plan(s)** – Seventeen (17) copies of landscape and lighting plans.
- Electronic Media Storage Copy** – Electronic Site Plan(s), Floor Plan(s), Elevation Drawing(s), and Landscape and Lighting Plan(s) in an electronic (.PDF) format.
- Is the application submitted for a **Condominium Development**? Yes or No
If yes, include all of the following: Survey Plan Unit Plan Utility Plan Master Deed/Bylaws
- Condominium Developments** - For each proposed development unit that will include more than one school district, the proprietor must submit written documentation, in a form acceptable to the Township Assessor, verifying the school district to which the future lot(s) will be associated. Said written documentation must include signatures of approval from each affected school district.
- One (1) copy of the **Documentation Supporting the Request Form**, found on page 6.
- One (1) original copy of **Affidavit of Ownership Form**, found on page 7.
- Two (2) copies of **proof of interest in the property** (i.e. deed, land contract, lease, purchase option, etc.)
- One (1) original copy of the **Verification of Recorded Legal Property Form**, found on page 8. This form **MUST** be signed by the Township Assessor.

SITE PLAN REVIEW PROCESS

- Step 1:** Applicant submits a completed Site Plan Application package.
- Step 2:** Copies of the application and site plan are sent to the department heads for review and recommendation. Results of the review shall be communicated to the applicant.
- Step 3:** If the reviews from step 2 require revisions to the plans, the Planning Department will notify the applicant in writing, requesting they submit revised plans. Once received, the revised plans will be sent for another review by those expressing concern in Step 2.
- Step 4:** Once all of the departments recommend approval of the plans, the item will be placed on the next available Planning Commission agenda for consideration. The Planning Department will notify the applicant of the meeting date and of their requirement to be present to answer any questions.
- Step 6:** Notice of the proposal will be sent to owners and occupants of property within 300 feet of the subject property, as on record with the Township Assessing Department.
- Step 7:** The Planning Commission shall review such application against standards contained in the Township Zoning Ordinance, Township Planning documents, other applicable ordinances, as well as applicable State and Federal statutes.
- Step 8:** They Commission may choose to approve, approve with conditions, or deny the request. The Approval of a Site Plan, together with any and all conditions shall be recorded in the minutes of the Planning. The applicant will be notified by mail of a Planning Commission decision.
- Step 9:** If the Site Plan is approved, approval is for one (1) year. A building permit must be applied for by the expiration date, or an extension of the deadline must be requested from the Planning Commission prior to the expiration date. The Township may require that the applicant post a cash deposit, certified check, or irrevocable bank letter of credit to ensure completion of all site improvements within two (2) years from the date of approval. **No building permits will be issued until all conditions of approval, including posting of any necessary bonds, have been satisfied.**

ALL APPLICANTS TAKE NOTICE OF THE FOLLOWING:

1. **Attendance Required.** The Planning Commission requires the Applicant or a Representative to be present at the meeting, otherwise the item will be tabled to another meeting date.
2. **Policy Regarding Request to Table.** Applicants requesting to be tabled or that are tabled due to absence at a meeting may be charged an amount equal to one-half the original fee. This fee shall be waived unless the Commission determines that new notifications to properties within 300' be reissued. An application will not be placed back on an agenda until such time that the required fee has been submitted to the Township.
3. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted.
4. **Expiration Date.** Site Plan Approval is valid for one (1) year from the date of approval and may be extended by the Planning Commission, if the applicant makes a request in writing BEFORE the expiration. Note: It is not the Township's responsibility to notify you prior to your project expiration date. Failure to apply for an extension before the expiration date will require a new submittal.
5. **Multiple or Partial Parcel Applications.** Should the proposed development include more than one, or a portion of a parcel, it may be accepted for review by the Planning Department. However, no engineering review or building permit shall be issued until all required parcel splits and/or combinations have been executed to the Township Assessor's satisfaction.
6. **Application Processing; Placement of Issue on Planning Commission Agenda.** The review process as described herein will govern the timing of the application. Site Plan reviews, and re-reviews will continue as described until all departments recommend approval of the plan. At any time after the first departmental review, the applicant may request the item be placed on an agenda of the Planning Commission despite any negative recommendations. The Planning Department will comply with said requests received in writing; however, placement on a Planning Commission agenda does not guarantee approval of the site plan. This policy is intended to provide the applicant with a means to receive Planning Commission review when they may not agree with internal comments. If the item is placed on an agenda and is tabled by the Planning Commission or applicant at the meeting, the tabling fee as described in item #2 above, will apply.
7. **Signs.** Signs may be submitted simultaneously, however, a separate **Sign Application(s)** shall be submitted for such sign(s).

APPLICATION FOR SITE PLAN REVIEW

MACOMB TOWNSHIP PLANNING COMMISSION
54111 Broughton Road
Macomb, Michigan 48042
(586) 992-0710 EXT. 2276

Is the application for a Condominium project? Yes No

Parcel Number 08 - ____ - ____ - ____ - ____

Project Name _____
(if applicable)

Applicant's Name: _____ Phone _____

Address: _____ E-Mail _____

City: _____ State: _____ Zip Code _____

Applicant's Signature _____

Representative Name: _____ Phone _____
(if different from applicant)

Address: _____ E-Mail _____

City: _____ State: _____ Zip Code _____

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 _____ Acreage _____

Present Zoning Classification _____

Existing Land Use _____

Legal Owner of Property _____ Phone _____
(Print Owner's Name)

Address: _____ E-Mail _____

City: _____ State: _____ Zip Code _____

VERIFICATION OF RECORDED LEGAL PROPERTY

PARCEL NUMBER 08 - ____ - ____ - ____ - ____

PUBLIC ROAD(S) FRONTAGE _____

ADDRESS OF PARCEL (if available) _____

OWNERS NAME _____

ADDRESS OF OWNER _____

LEGAL DESCRIPTION

(Please print or type the description here or attach hereto. Please indicate if the description is attached.)

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

Is the property proposed for use properly recorded with Macomb Township?

YES:

NO:

COMMENTS:

Daniel Hickey, Township Assessor