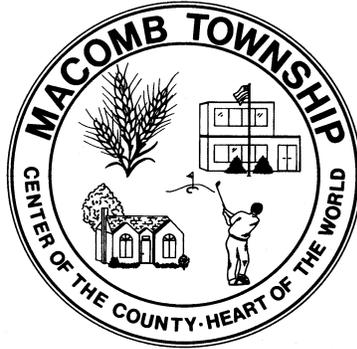


# MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 • 586-992-0710 ext. 2276

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[www.macomb-mi.gov](http://www.macomb-mi.gov)



## APPLICATION PACKET FOR FINAL PLAT

### 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 Planning Department.

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

The information contained herein represent requirements contained in the Michigan Land Division Act (P.A. 288 of 1967), as amended; and the Land Division Ordinance #17 of Macomb Township.

## CHECKLIST OF DOCUMENTS REQUIRED FOR APPLICATION FOR FINAL PLAT

MACOMB TOWNSHIP PLANNING COMMISSION  
54111 BROUGHTON ROAD  
MACOMB, MICHIGAN 48042  
(586) 992-0710 Ext. 2276

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.

- One (1) copy of the Completed Final Plat Application form, found on page 4.
- Payment of the fee in the amount of \$700.00. Please make your check payable to **'Macomb Twp. Treasurer' (Funds are non-refundable)**.
- Twelve (12) copies of the Final Plat. All plans must be drawn to scale, signed, sealed and tri-folded.
- One (1) copy of the Final Plat in an electronic format, preferably a .tiff file.
- One (1) Mylar of the Final Plat signed by the required public agencies.
- One (1) copy of the Final Plat approved by the Township Engineer.
- Letter from the Township Engineer regarding improvements and bonds. "As Built" drawings must be submitted and approved by the Engineer prior to Final Plat application.
- One of the following must be submitted regarding required public improvements and required landscaping
  - Written correspondence from all required Township departments indicating they have reviewed the landscape easement against the approved landscape plan, have verified it's completion and have recommended release of the landscape bond to the Township Board

### OR

- Payment of a Surety Bond (for public improvements and facilities) in an amount acceptable to the Township Engineer. This is required only if the proposed improvements have not been completed before Final Plat application **AND** the Township Board has issued a Variance allowing the development to proceed without the required improvements installed.
- Letter from the Macomb Township Supervisor's Office approving the Subdivision addresses.
- Correspondence from the Township Attorney (and Engineer, if applicable) verifying approval of the Restrictive Covenants.
- One (1) copy of the recorded Articles of Incorporation establishing a Homeowner's Association.
- One (1) completed Documentation Supporting the Request form, found on page 5. (The use of this page is optional).
- One (1) completed Affidavit of Ownership form, found on page 6.
- Proof of Ownership of the land, such as a Land Contract, Affidavit of Land Contract, Option Agreement, Deed, etc.
- Copies of the Notice of Special Assessment for all proposed Special Assessment Districts including Street Lighting and Storm Water Management (if necessary) indicating that the Districts have been established.

## FINAL PRELIMINARY PLAT REVIEW PROCESS

- Step 1:** Applicant submits completed application package along with 12 copies of the Final Plat to the Planning Department. Application for Final Plat will not be accepted if the Final Preliminary Plat has expired.
- Step 2:** A copy of the Final Plat is forwarded to the Township Supervisor's Office for final approval of street names, street breaks and lot numbering. Supervisor's approval is required before the matter can be scheduled for review by the Township Board.
- Step 3:** Township Board shall consider the Final Plat at their next available meeting. The Township Board shall approve or reject the Final Plat. If rejected, the Board shall send a letter to the proprietor indicating their decision and reasons for same. If approved, the Board shall send a letter to the proprietor notifying them of the approval.
- Step 4:** The Clerk signs the Municipal Certificate on the approved Final Plat (mylar) on behalf of the Macomb Township Board of Trustees.
- Step 5:** Proprietor completes the platting process and records the Final Plat with the State of Michigan.
- Step 6:** Township Board shall consider the Final Preliminary Plat at their next reasonable meeting date.
- Step 7:** If Variances are granted pursuant to Step 6 above, the proprietor shall guarantee performance by posting a surety bond, cash deposit, certified check or irrevocable letter of credit in an amount approved by the Township Engineer. All performance guarantees must be reviewed and approved by the Township Attorney. Financial guarantees must be posted before the Clerk will sign the Final Plat.
- Step 8:** After Final Plat Approval, the proprietor shall record the Covenants and Restrictions with the County Register of Deeds. A copy of same shall be submitted to Macomb Township for Verification against the copy approved by the Attorney.
- Step 9:** After Final Plat Approval, the following may occur:
- Up to four (4) Model Permits may be issued if first approved by the Board of Trustees (see Model Permits Review Process).
  - Building Permits may not be issued until: 1) the proprietor of the subdivision has installed the landscape easement in accordance with the approved landscaping plan; 2) the landscape bond is released by the Township Board; 3) all public improvements are installed and the bond for same, as described in Step 8, has been returned; 4) Attorney; and 5) the Articles of Incorporation for the Homeowner's Association has been properly recorded.

## **ALL APPLICANTS TAKE SPECIAL NOTICE OF THE FOLLOWING:**

1. **Attendance Required At Public Hearing.** The Macomb Township Planning Commission requires the Applicant or the Applicant's 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 will be recommended for denial.
3. **Notice of Scheduling Policy.** Macomb Township processes Plat Applications according to the Michigan Land Division Act and the Macomb Township Land Division Ordinance No. 17. These laws require the township to adhere to a strict timeline within which applications must be considered. Further, the township may not table or place conditions on Final Plat reviews; they may either approve or deny a Final Plat. Macomb Township makes every effort to meet these timelines, but in some cases, applications are not submitted in time to process for the next appropriate meeting date. In these cases, the township will request the applicant authorize the township, in writing, to place/table the item to a later meeting date. Without such written requests, the township may be forced to prematurely consider your application without proper review. In most cases, this will require a denial of the application, requiring the applicant to begin again at the preliminary plat stage in the subdivision process.
4. **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 make recommendations to the Township Board, who will indicate if they are acceptable.
5. **Fees.** A fee of \$100.00 per ½ hour shall be charged for meetings with staff or planning consultant; actual costs will be charged for meetings with the engineer or attorney.
6. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted.
7. **Special Assessment Districts.** Any Special Assessment Districts for site improvements, including street lighting, retention/detention/sedimentation basins must be established prior to Final Plat Application.
8. **Permit Fees and Bonds Required.** No home construction or sale of lots may take place until the proprietor has paid permit fees in amounts acceptable to the Township Engineer for Construction Inspection and for Water/Sewer Taps & Laterals. All improvements and facilities must be installed prior to Final Plat Application, unless a Variance is granted and a contract executed between the Proprietor and the Township for completion of all required improvements and facilities (all required construction permits must be obtained before such contract can be executed).

**APPLICATION FOR FINAL PLAT**

MACOMB TOWNSHIP PLANNING COMMISSION  
54111 BROUGHTON ROAD  
MACOMB, MICHIGAN 48042  
(586) 992-0710 Ext. 2276

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

**Permanent Parcel No. 08 -** \_ \_ - \_ \_ - \_ \_

Subdivision Name \_\_\_\_\_

**APPLICANT INFORMATION**

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

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

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

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

Address \_\_\_\_\_

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

**PROPERTY INFORMATION**

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 \_\_\_\_\_

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

Gross Acreage \_\_\_\_\_ Net Acreage \_\_\_\_\_ No. of Lots \_\_\_\_\_

Phasing plan consistent with Tentative Preliminary Plat?       Yes       No

**ENGINEER/LAND SURVEYOR INFORMATION**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

**Date of Tentative Preliminary Plat Approval by Macomb Township Board** \_\_\_\_\_

**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) agreement to permit/allow 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 - \_ \_ - \_ \_ - \_ \_

STATE OF MICHIGAN  
ss.  
COUNTY OF MACOMB

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, 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"/> Pre-Preliminary Plat       | <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"/> Final Plan Review          |   |

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

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

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

NAME OF OWNER \_\_\_\_\_

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

**LEGAL DESCRIPTION  
(INSERT HERE)**