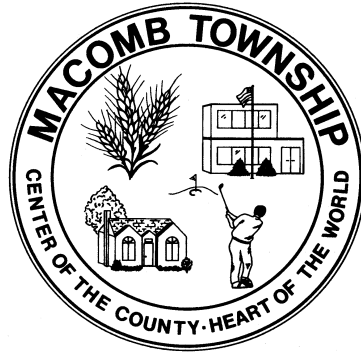


# MACOMB TOWNSHIP

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

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



## PACKET FOR

## PRE-APPLICATION CONFERENCE

## MACOMB TOWN CENTER

## COMMITTEE

## SECTION 9

### 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 Macomb Township Zoning Ordinance Number 10.

# Township Clerk

## CHECKLIST OF DOCUMENTS REQUIRED FOR PRE- APPLICATION CONFERENCE

MACOMB TOWNSHIP TOWN CENTER COMMITTEE  
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 packet to the Macomb Township Planning Department.

- One (1) completed Pre-Application Conference Form, found on page 3.
- Payment of the application fee of \$2,000.00 Please make your check payable to 'Macomb Twp. Treasurer' (**Funds are non refundable**).
- Twenty (20) copies of a preliminary site plan (in concept draft form, minimum 1" = 100' scale). All plans **must** be tri-folded, scaled and signed over the seal of a Professional Engineer Registered in the State of Michigan.
- Twenty (20) copies of a general landscape concept plan illustrating plantings in public and private lots, and overall plans showing the relationship of the property in question to the balance of the Macomb Town Center Area, and shall be no less than 1" = 100'. All plans **must** be tri-folded, scaled and signed over the seal of a Professional Landscape Architect registered in the State of Michigan.
- A brief narrative of the proposal shall be submitted in order to discuss the proposal concept, demonstrate a correct interpretation of the TND Code and determine the general relationship of the proposal with contiguous parcels and/or other proposals. You may use the Documentation Supporting the Request form found on page 4.
- Photographs and/or sketches of proposed building types.
- One (1) completed Affidavit of Ownership form, found on page 5.
- 2 copies of Proof of Ownership of the land, such as a Land Contract, Affidavit of Land Contract, Option Agreement, Deed, etc.
- One (1) completed Verification of Recorded Legal Property form, found on page 6. (**Applicant MUST have the Township Assessor verify the Legal Description**).

## PRE-APPLICATION CONFERENCE REVIEW PROCESS

- Step 1:** Applicant submits completed form, with fee and 20 copies of the Site Plan
- Step 2:** The plans are distributed to the TCC for review. If all of the required items are in order, a meeting will be scheduled with the TCC, the developer, and the developer's design team coordinator.
- Step 3:** The Planning Department will notify the developer in writing of the items discussed in the TCC meeting. If the plans are acceptable to the TCC, the developer may proceed to the Preliminary Review Process.
- Step 4:** If the plans were unacceptable, the developer may revise his plans and submit them for another pre-application conference. **Please note, another fee is not required for a resubmittal, however, any additional review fees incurred will be charged against the initial \$2,000.00 fee. Should these review costs exceed the original \$2,000.00 application fee, the developer will be required to deposit additional monies with the Township before plans will be processed further.**

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

- 1. Fee Policy.** An initial fee of \$2,000.00 will be required to initiate the development process at the Pre-Application Conference phase. As the professionals involved in the review at the Pre-Application Conference phase submit their invoices, the funds to pay those invoices will come from the \$2,000.00 initial fee. If there is a surplus at the end of the Pre-Application Conference phase, these funds may be either refunded or applied to the fee for the next step in the development process. If there is a shortfall of funds during the Pre-Application Conference phase, an invoices will be sent to the applicant with an explanation of the costs and the process will not proceed to the next step until the invoice is paid in full.
- 2. Submittal Deadlines.** All applications will be processed the day they are received, provided the application is submitted prior to 2:00 p.m. All applications received after 2:00 p.m. will be processed the next business day. This means that an application submitted at the end of the day on Friday will not be processed until the following Monday morning.
- 3. Pre-Application Approval.** Endorsement of a plan during the Pre-Application Conference does not constitute final approval of the plan, but rather confers on the Proprietor the right to proceed with the preparation of the plan for preliminary review and approval.
- 4. Multiple Conference Meetings.** If a proprietor voluntarily revises their plans and requests additional Pre-Application Conference meetings, there will be a separate fee required for each meeting in accordance with the fee schedule above.
- 5. Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted
- 6. 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, such applications may not proceed past Preliminary Review until all required parcel splits and/or combinations have been executed to the Township Assessor's satisfaction. No application for Final Review will be accepted until the Planning Department is notified of these approvals.

**PRE-APPLICATION CONFERENCE SUBMITTAL FORM**

MACOMB TOWNSHIP TOWN CENTER COMMITTEE  
54111 BROUGHTON ROAD  
MACOMB, MICHIGAN 48042  
(586) 992-0710 Ext. 2276

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

Project Name \_\_\_\_\_

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

**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) \_\_\_\_\_

**ENGINEER/LAND SURVEYOR**

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

Address \_\_\_\_\_

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

Gross Acreage \_\_\_\_\_ Net Acreage \_\_\_\_\_ Proposed # of Lots \_\_\_\_\_

Types of utilities available:  Water Main  Sanitary Sewer

Phasing Plan?  Yes  No Proposed # of Phases \_\_\_\_\_

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

**DOCUMENTATION SUPPORTING THE REQUEST**

Name of Project \_\_\_\_\_

Permanent Parcel Number. 08 - \_ \_ - \_ \_ - \_ \_ .

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

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicants' Representative Name: \_\_\_\_\_ Phone \_\_\_\_\_

**Please provide a detailed description of the proposed project.** For a revised site plan, please describe in detail the changes made from the original site plan.

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PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION SUPPORTING THIS REQUEST

\_\_\_\_\_ **Applicant's Signature**

**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 - \_ \_ - \_ \_ - \_ \_

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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"/> Tentative Preliminary Plat | <input type="checkbox"/> Sign(s)           |
| <input type="checkbox"/> Rezoning                       | <input type="checkbox"/> Final Preliminary Plat     | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Site Plan Approval             | <input type="checkbox"/> Special Land Use Permit    | <input type="checkbox"/> Revised Site Plan |
| <input type="checkbox"/> Preliminary Review (Condo)     | <input type="checkbox"/> Final Plan Review (Condo)  |  |
| <input type="checkbox"/> MTC Pre-application Conference | <input type="checkbox"/> MTC Preliminary Review     | <input type="checkbox"/> MTC Final Review  |

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

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

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

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

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

**LEGAL DESCRIPTION  
(INSERT HERE)**

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

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

COMMENTS:

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**Daniel Hickey, Township Assessor**