

# MACOMB TOWNSHIP

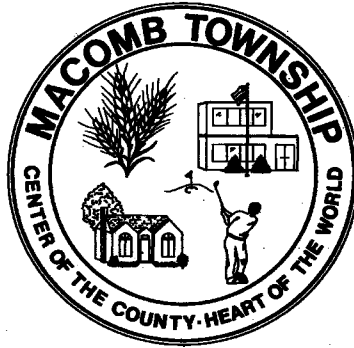
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54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

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



**APPLICATION PACKET FOR:**

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## **MODEL PERMITS PRIOR TO FINAL PLAT APPROVAL**

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**APPLICANTS TAKE NOTE 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 reviewed by the Planning Department.

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

# MODEL PERMIT

## PROCESS

**A PDF OF THE APPLICATION MUST BE EMAILED TO [PlanDropbox@macomb-mi.gov](mailto:PlanDropbox@macomb-mi.gov). If additional information is required, Planning Department staff will contact you via email or phone with additional instructions.**

### INTRODUCTION

Requests for model permits may be considered when the following improvements are completed: paving, temporary street signs, water and sanitary and storm sewer utilities. Normally electric, gas, telephone and cable are not yet installed when model permits are requested.

All requests for model permits, whether in proposed subdivisions or condominium developments must be reviewed by various Township Departments and final approval granted by the Macomb Township Board of Trustees. The number of model permits for any development will be limited as follows:

- For subdivisions: no more than four homes per subdivision, as defined by the approved Tentative Preliminary Plat, regardless of any phasing.
- For condominium developments: permits will be limited to four units or one building. If the building selected in a condominium development contains more than four units, then occupancy permits may be received for a maximum of four units until all other approvals are secure.

### REVIEW PROCESS

- Step 1:** The developer emails an Application for Model Permit to the Macomb Township Planning Department. **No fees or other documentation is required at this time.**
- Step 2:** Copies of the application and site plan are sent to the appropriate department heads for review and recommendation. Results of the review shall be communicated to the applicant. These departments will be given ten (10) days for review.
- Step 3:** If the reviews from step 2 require revisions to the plans, the Planning Department will notify the applicant via email, requesting they submit revised plans. Once received, the revised plans will be sent to the department heads for another ten (10) day review.
- Step 4:** Once all reviews are approved, the Planner will place the request on the next available Township Board Agenda.
- Step 5:** If the Township Board determines all reports are in order, the Township Board votes to authorize an **Agreement to Issue Building Permits for Model Home.**
- Step 6:** The builder, after approval by the Township Board, must submit the following documents to the Township Planning Department **for each lot or unit that a model permit being requested:**
- One (1) Agreement to Issue Building Permits for Model Homes.
  - One (1) copy of metes and bounds description of each lot.
  - One (1) signed and sealed drawing by a registered surveyor, engineer or architect for each individual subdivision lot or condominium unit/building. **Plot plans will not be accepted.**
  - A bond in the amount of \$7,500.00 in cash, letter of credit or other acceptable surety, **for each model or unit.**

- Step 7:** The Planning Department verifies with the Assessing Department that the metes and bounds descriptions matches the bond to be posted and the *Agreement to Issue Building Permits for Model Homes*.
- Step 8:** The Planner then sends the *Agreement to Issue Building Permits for Model Homes* to the Supervisor's Office for review and signature.
- Step 9:** When the Planning Department receives the signed *Agreement to Issue Building Permits for Model Homes* and approval of the metes and bounds from the Assessor, the Planner shall notify the Building Department, Water and Sewer Department and the builder that permits may be issued.
- Step 10:** The builder must then apply for and receive all required permits from the Building Department. Additional fees and reviews will be necessary through the Building Department.
- Step 11:** A Certificate of Occupancy for the model home cannot be issued until the Plat and Master Deed have been approved by the Township and recorded with Macomb County and the development is approved for building permits.
- Step 12:** Once the model home has a Certificate of Occupancy, the builder shall request a release of the bond as described below.

## **RETURN OF BOND MONEY**

- Step 1:** Once a Certificate of Occupancy has been issued to the model home, the builder then may request the release of his bond by emailing a letter to the [PlanDropbox@macomb-mi.gov](mailto:PlanDropbox@macomb-mi.gov). The letter must contain the subdivision name, lot or unit number and address.
- Step 2:** The Planning Department will send requests to the Building and Water and Sewer Departments for review and comment. The departments are given 10 days to return their comments.
- Step 3:** If the reviews from step 2 are negative, the Planning Department will notify the applicant via email, requesting they address the issue(s). Once an email stating the correction(s) have been made, will be sent to the department heads for another ten (10) day review.
- Step 4:** When the reviews are approved, the Planner will place the request on the next available Board of Trustees agenda.
- Step 5:** If the Board of Trustees determines everything is in order, they will vote to authorize the release of the bond.
- Step 6:** The Planning Department will send a check if the bond was paid in cash. If the bond was a letter of credit, the Planning Department will send a letter releasing the letter of credit from the institution at which it was held.

**MODEL PERMIT**

**APPLICATION**

**MACOMB TOWNSHIP PLANNING DEPARTMENT**  
54111 Broughton Road  
MACOMB, MICHIGAN 48042  
(586) 992-0710 EXT. 7103

**Date of Final Preliminary Plat approval by Township Board:** \_\_\_\_\_

**Only Complete Applications Will Be Accepted**

- Subdivision       Site Condominium       Regular Condominium

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

Development Name \_\_\_\_\_

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

Address \_\_\_\_\_

Email \_\_\_\_\_

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

Lot Number or Building and Unit Number, Common Address and Street Name for which models are requested:

Lot/Bldg. & Unit #

Address and Street Name

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\_\_\_\_\_  
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The following utilities/improvements have been installed throughout the entire subdivision (please check the appropriate boxes)

- Water       Sanitary Sewer       Storm Sewer       Paving       Street Signs

**In addition, the following must occur:**

- "As-Built" drawings must be received and accepted by the Township Engineer.

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