

# MACOMB TOWNSHIP

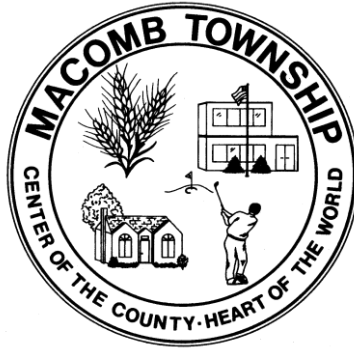
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54111 Broughton Road • Macomb, MI 48042 •

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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# SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW

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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.

The information contained herein represent requirements contained in the Land Division Ordinance #17 of Macomb Township

# SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW APPLICATION

## CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application shall be completed and submitted with proper payment (as indicated in the application) in an envelope stating “Attention: Planning Department,” the project name, and type of project on the outside of the envelope and placed in the night drop off box at the back of the building at Macomb Township Town Hall at 54111 Broughton Road, Macomb Township, MI 48042 (alternatively the package can be dropped off with the Planning Department at Town Hall, or mailed to this address). No plans or supplemental information is required with the submittal of the check, just the application. In addition to this hard copy submittal, **A PDF OF THE APPLICATION, A COPY OF THE CHECK, AND ANY/ALL PLANS AND SUPPLEMENTAL INFORMATION MUST BE EMAILED TO [PlanDropbox@macomb-mi.gov](mailto:PlanDropbox@macomb-mi.gov)**. Once the package is received and we have verified confirmation of payment, the submittal will be reviewed. If additional information is required, Planning Department staff will contact you via email or phone with additional instructions.

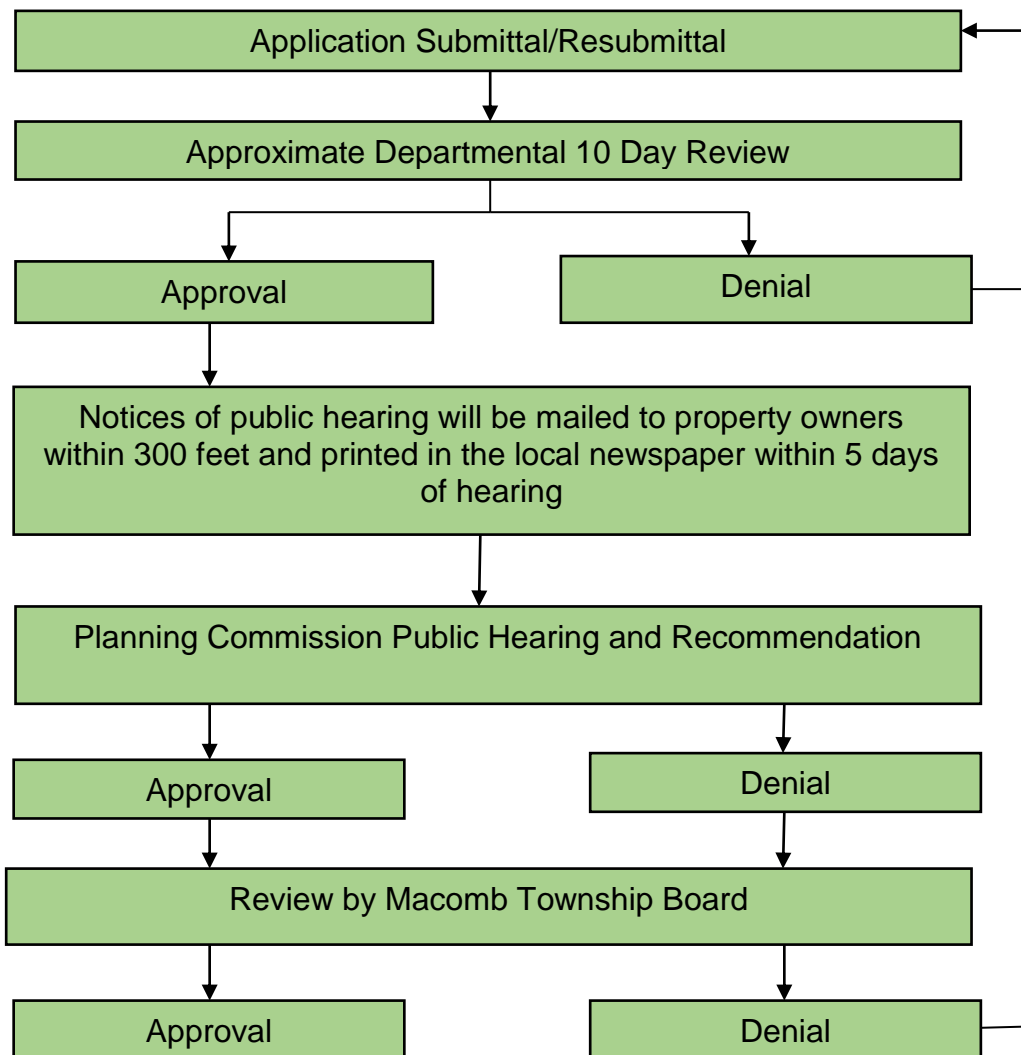
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – please make your (non-refundable) check payable to “**Macomb Township Treasurer**”. Payment for Preliminary Plan Review is \$1,650.00, plus \$20.00 for each additional acre over two (2) acres. Payment must be mailed in or brought in to Macomb Township offices with the original application. Failure to do so will delay the review process;
- Letter**, detailing the description of the project;
- Site Condominium Subdivision Preliminary Plan**, drawn to scale, signed and sealed of a Professional Engineer Registered in the State of Michigan, if proposed plat is part of a larger development project, or if the plat is adjacent to property planned for future development, please submit a map of the entire area planned for development and how this property will be or could be developed;
- Boundary and Topographical Survey** indicating environmental/natural features on site;
- Site Report** as described by the rules of the Michigan State department of Health. This document **required only** if the plat will NOT be served by public sanitary and storm sewers;
- If the proposed plat is located in more than one school district, the proprietor shall include one (1) original copy of an agreement, signed by each affected school district Superintendent, indicating which school district shall apply to lots that are bisected by the school district boundary line;
- Proof of Ownership**, i.e. Land Contract, Affidavit of Land Contract, Deed, etc.;
- Evidence shall be provided that a Special Assessment District for the operation and maintenance of all stormwater facilities to be installed in the development has been established, if applicable.
- Building Sections** showing the existing and proposed structures and improvements, including their location on the land, if applicable;
- MDEQ for Flood Plain and Wetland application**, if applicable

# SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW APPLICATION

## OVERVIEW

**What is a Site Condominium Subdivision Preliminary Plan?** A preliminary plan for a site condominium is a proposed condominium project based on the requirements of the Macomb Township Ordinance. The approval of the preliminary plan gives the proprietor the right to proceed with the preparation of the final plan for review.

**What are the procedures for a Site Condominium Subdivision Preliminary Plan?** Upon receipt of a complete application and payment, the Planning Department will send copies of the application to the appropriate department heads for review and recommendation. Results of the review shall be communicated to the applicant. These departments will be given approximately ten (10) days for review. The Planning Commission will hold a public hearing, at which your presence will be mandatory, review the request and make a recommendation to the Township Board. The Township Board has final authority to approve or deny the request for the preliminary plan.



## **ALL APPLICANTS TAKE NOTICE TO THE FOLLOWING:**

- 1. 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 date. Note: It is not Macomb 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.
- 2. Time Charge for Planning Consultant.** In some instances, the use of outside consultants may be needed, and if deemed necessary, their hourly rate may be added to the review fee.
- 3. Phasing Plan.** If a "phasing plan" has not been submitted it is assured that this subdivision will be developed in one phase. Any and all revisions to the phasing plan must be reviewed and approved by the Planning Commission and Macomb Township Board of Trustees and incorporated into the Preliminary Plan. Changes to the phasing plan will not be allowed unless it is part of a new application.
- 4. Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the applicant or the applicant's representative to present at each public hearing; otherwise the item will be tabled to another meeting date.
- 5. Preliminary Approval.** Approval of the preliminary plan does not constitute final approval of the development.
- 6. Site Improvements.** NO site improvements may be made or units sold at this time.
- 7. Multiple or Partial Parcel Application.** 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 Site Condominium approval until all required parcel splits and/or combinations have been executed to the Macomb Township Assessors satisfaction. No application for Final Site Condominium will be accepted until the Planning Department until such condition is met.

**SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW APPLICATION**  
**APPLICATION**

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

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

Type of Development Project?  Residential  Commercial  Industrial  Other \_\_\_\_\_

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

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

Address \_\_\_\_\_ Email \_\_\_\_\_

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

Representative Name: \_\_\_\_\_ Phone \_\_\_\_\_  
(if different from applicant)

Address: \_\_\_\_\_ Email \_\_\_\_\_

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) \_\_\_\_\_ Feet \_\_\_\_\_ Depth \_\_\_\_\_

Present Zoning Classification \_\_\_\_\_

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

Engineer/Land Surveyor Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
(Print Owner's Name)

Address \_\_\_\_\_ Email \_\_\_\_\_

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

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

Types of Utilities  Water Main  Sanitary Sewer

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

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

**SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW APPLICATION**

**VERIFICATION OF RECORDED LEGAL PROPERTY**

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

PERMANENT PARCEL NO. 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)**

**SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW APPLICATION**

**REQUEST FOR STREET LIGHTING IMPROVEMENT**

**MACOMB TOWNSHIP BOARD OF TRUSTEES**

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

Pursuant to §17-134(a)(10) of the Macomb Township Land Division Ordinance requires all Subdivisions and Site Condominium developments to provide street lighting at each entrance, intersections and throughout the development. The Homeowner’s Association will become responsible for the maintenance of street lighting according to a Special Assessment District (for plats) or a contract (for site condos) which will distribute the annual maintenance costs among all lot owners via an assessment or line item which will appear on their tax bills.

Site Condo Name \_\_\_\_\_

Location of Property \_\_\_\_\_  
(for example, the east side of Broughton Road and ½ mile south of 25 Mile Road)

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

Petitioner’s Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

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

**Petitioner’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Property Owner Request:*

- Developer Letter
- Petition of Property Owners (**NOTE:** if the request is by petition, State Law requires it to contain the signatures of at least 10% of the legal property owners. If legal ownership is by more than one individual, signatures will be required of all owners)

*Type of Lighting Requested:*

- Acorn (minimum standard)
- Other \_\_\_\_\_

**Note:** Per policy adopted February 12, 2003. The Acorn 12’ Post-Style Light is the Minimum Standard for street lights. Other fixtures will be permitted, provided they are of a higher standard than the acorn style.

**OFFICE USE ONLY-DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_

Letter to Detroit Edison sent on: \_\_\_\_\_

Response from Detroit Edison on: \_\_\_\_\_

Notification of cost sent to Petitioner on: \_\_\_\_\_

Public hearing held on: \_\_\_\_\_

Special Assessment District approved by Board on: \_\_\_\_\_

Notice of SAD sent to the County Clerk for recording on: \_\_\_\_\_