

MACOMB TOWNSHIP

54111 Broughton Road

Macomb, MI 48042

(586) 922-0710 x 3



**APPLICATION PACKET
FOR
REQUEST TO CREATE AN INDUSTRIAL
DEVELOPMENT DISTRICT (IDD)**

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 Clerk's Office.

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

This application packet was prepared in accordance with Public Act 198 of 1974 as amended.

**Kristi L. Pozzi
Township Clerk**

**CHECKLIST OF DOCUMENTS REQUIRED FOR APPLICATION FOR INDUSTRIAL
DEVELOPMENT DISTRICT (IDD)**

MACOMB TOWNSHIP
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 3

- 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 Clerk's Office.
- Payment of review fee of \$500.00. Please make your check payable to **"Macomb Twp. Treasurer:"**
- One (1) copy of the Application for Industrial Development District form, found on page 3.
- One (1) copy of the Documentation Support the Request Form, found on page 4. This form is provided to allow the applicant to include any additional information they feel is relevant to their application; **use of this form is optional.**
- One (1) copy of Affidavit of Ownership Form, found on page 5.
- Two (2) copies of Proof of Ownership; Land Contract; Affidavit of Land Contract, Option Agreement, Deed, etc.
- One (1) completed Verification of Recorded Legal Property form, found on page 6. This form must include an accurate legal description showing the specific location of the property within which the proposed exempt use will take place.
- Two (2) copies of a survey, prepared by a surveyor licensed in the State of Michigan, showing the IDD boundary. IDD boundaries need not follow parcel boundaries; therefore if the proposed IDD does not follow existing parcel boundaries, we will need a survey in order to verify the legal description.

Industrial Development District Review Process

Macomb Township policy states that Speculative Industrial Development Districts will not be considered. All districts must be established for projects planned for immediate development.

Step 1: Application packet is submitted by the petitioner to create an IDD. All applications must be made in connection with a replacement or new project and must be submitted prior to any construction in the proposed district (see MCL 207.554(3)).

Step 2: The Clerk's Office will send copies of all IDD requests to the Assessor's Office and Building Department for review. The Building Department must verify that construction has not commenced on the subject property.

Step 3: The request is sent to the Board of Trustees for consideration of commencement of the IDD.

Step 4: The Board will meet to set a public hearing date for the proposal.

Step 5: The Board will hold a Public Hearing on the request, notice of which is sent by certified mail to all owners of property within the district.

Step 6: After holding the public hearing, the Board will consider adoption of a Resolution establishing the district (see MCL 207.554 (6)).

Step 7: Letter is sent to the petitioner communicating the results of the meeting. The results are also communicated to the Township Assessor who will implement the action taken.

APPLICANTS TAKE SPECIAL NOTE OF THE FOLLOWING:

1. **Legal Basis.** This application packet was prepared in accordance with Public Act 198 of 1974, as amended. All section references, except where otherwise noted, refer to this act.
2. **Policy on Speculative Districts.** It is the strict policy of the Macomb Township Board of Trustees that Speculative Industrial Development Districts will not be considered.
3. **Attendance Required at Public Hearing.** The Macomb Township Board of Trustees requires the Petitioner or their Representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date.
4. **Forms.** Please use only the forms provided with this application. No other forms, however similar, will be accepted.
5. **Only the area that will be used for the exempt industrial use may be included.** This may require you to describe only a portion of the property. IDD boundaries need not follow parcel boundaries.

APPLICATION FOR INDUSTRIAL DEVELOPMENT DISTRICT

MACOMB TOWNSHIP BOARD OF TRUSTEES
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 3

Only Complete Applications Will Be Accepted (PRINTED OR TYPED)

Permanent Parcel No(s). 08 - _ _ _ - _ _ _

Petitioner's Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Petitioner's Representative Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Location of Property: _____

Present Zoning Classification: _____

Acreage: _____

Naure of the Proposed Use: _____

of new jobs that will be created: _____

Type of equipment to be used (include a complete list): _____

Legal Description of Property (use page 6, if needed): _____

Petitioner'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 *Land Contract, Option, Lease, etc.* desire to have the subject property receive Township approval.

(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 _____ received consideration by Macomb *Type of Application to be Filed* Township.

(I), (We) further authorize _____ as a(n) _____ of the *Name of Applicant* *Recite Applicant's Interest in Property* property, to process an Application with the Township of Macomb on (my) (our) behalf.

Name *Owner* *Name* *Owner*

Name *Owner* *Name* *Owner*

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 _____ To me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that _____ executed the same as _____ free act and deed.

Notary Public
Macomb County, Michigan

My Commission Expires: _____
Acting in Macomb County, Michigan

VERIFICATION OF RECORDED LEGAL PROPERTY

PROJECT NAME: _____

PERMANENT PARCEL NO. 08 - _ _ - _ _ - _ _ -

PUBLIC ROAD(S) FRONTAGE: _____

ADDRESS OF PARCEL (if available): _____

OWNER'S NAME: _____

ADDRESS OF OWNER: _____

**LEGAL DESCRIPTION
(INSERT HERE)**

***If the legal description below does not follow an existing parcel boundary, please attach a survey of the proposed area that is described. ***

***If the legal description below described an area encompassing more than one parcel number, please submit a copy of this form for each parcel, or portion thereof, involved. ***

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

Is the property proposed for use properly recorded with Macomb Township? Yes / No

If no, does the proposed description fall within the boundaries of the parcels identified? Yes / No

COMMENTS:

Kim Patterson, Township Assessor