

# 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 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.

**If you would like to meet with staff before submitting any application we are more than happy to accommodate such a meeting. In fact, we encourage it! Please call or email us to schedule a meeting.**

## SITE 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.

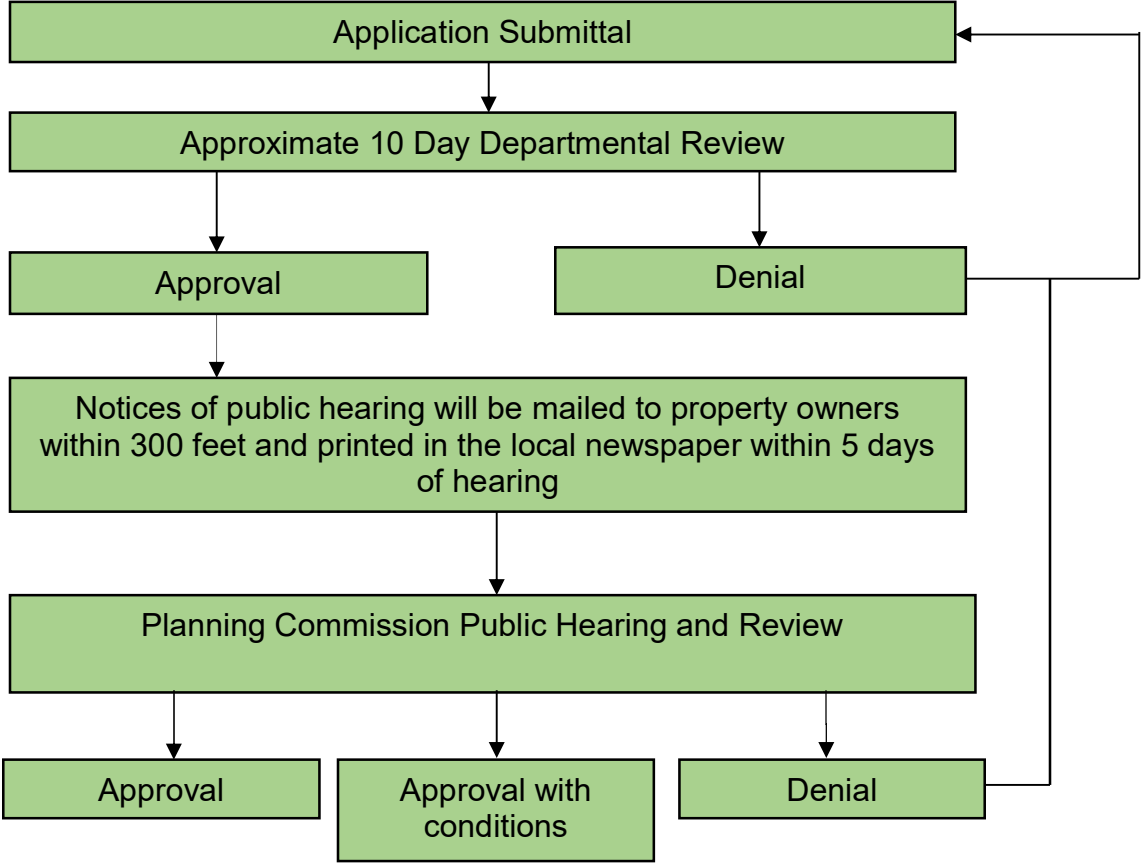
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – Please make your (non-refundable) check payable to “**Macomb Township Treasurer**”. Payment for Site Plan Review is \$2,000.00, including public hearing fee, and **must** be provided per the instructions above. Failure to do so will delay the review process;
- Letter**, describing in detail the purposed use of the property;
- Site Plan(s)** drawn to scale and signed and sealed by a licensed professional. The site plan must meet the submission requirements in §10.2402 B of the Zoning Ordinance, and show all driveways within 100 feet of subject site both adjacent to and on the opposite frontage including median turnarounds lanes and turnarounds on divided highways;
- Floor Plan(s)**;
- Elevation Drawing(s)**;
- Landscape and Lighting Plan(s)** in accordance with §10.0342, §10.2402 of the Zoning Ordinance and §17-140 of the Land Division Ordinance. All landscape plans must be prepared, sealed and signed by a Registered Landscape Architect, and shall include setback and height dimensions of all proposed structures (including signs and walls);
- Copy of **proof of interest** in the property (i.e. deed, land contract, lease, purchase option, etc.).

# SITE PLAN REVIEW APPLICATION

## OVERVIEW

**What is a Site Plan?** A Site Plan is a plan drawn to scale, showing the layout of proposed uses and structures.

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



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

- 1. Attendance Required.** The Planning Commission requires the applicant or a representative to be present at the meeting, otherwise the item will be tabled to another meeting date.
- 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. 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.
- 4. 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, no engineering review or building permit shall be issued until all required parcel splits and/or combinations have been executed to the Township Assessor's satisfaction.
- 5. Application Processing; Placement of Issue on Planning Commission Agenda.** The review process as described herein will govern the timing of the application. Site plan reviews, and re-reviews, will continue as described until all departments recommend approval of the plan. At any time after the first departmental review, the applicant may request the item be placed on an agenda of the Planning Commission despite any negative recommendations. The Planning Department will comply with said request received in writing; however, placement on a Planning Commission agenda does not guarantee approval of the site plan. This policy is intended to provide the applicant with a means to receive Planning Commission review when they may not agree with internal comments.

# SITE PLAN REVIEW APPLICATION

## APPLICATION

Is this project a Condominium Project?  Yes  No

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

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

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

Address \_\_\_\_\_

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

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

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

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

Address \_\_\_\_\_

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

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 \_\_\_\_\_

Legal Owner of Property \_\_\_\_\_ Phone \_\_\_\_\_  
(Print Owner's Name)

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

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

**SITE PLAN REVIEW APPLICATION**

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**VERIFICATION OF RECORDED LEGAL PROPERTY**

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

**LEGAL DESCRIPTION**

**(Please print or type the description here or attach hereto.  
Please indicate if the description is attached)**