

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

www.macomb-mi.gov



APPLICATION PACKET

FOR:

REQUEST TO ALTER GRADE

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.

REQUEST TO ALTER GRADE 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**. 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.

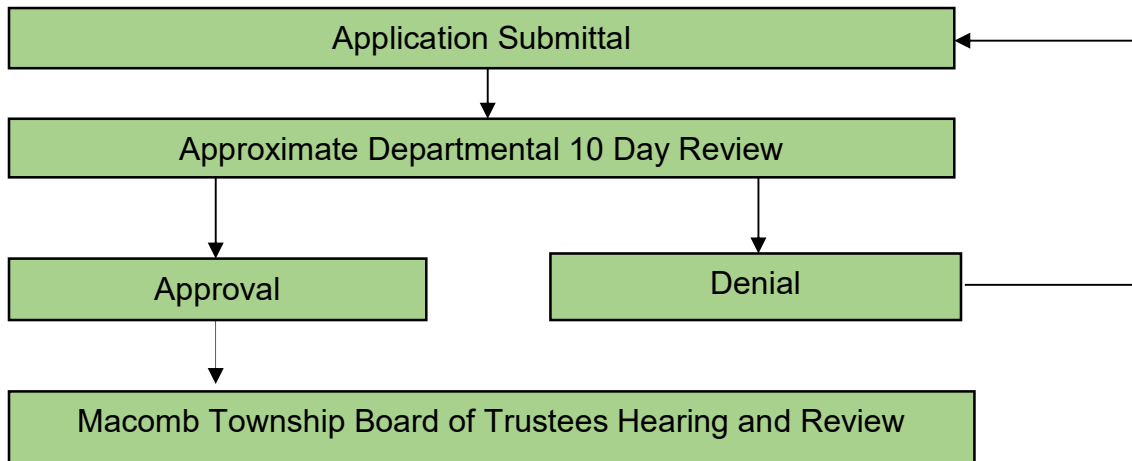
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – please make your (non-refundable) check payable to “**Macomb Township Treasurer**”. Payment for Alter Grade Review is \$2000.00 and **must** be mailed in or brought in to Macomb Township offices with the original application. Failure to do so will delay the review process;
- Letter**, detailing the description of the project;
- Macomb County Soil Erosion Permit**;
- Macomb County Road Commission Approach Permit**;
- Site Plan**, all site plans must include the following minimum information:
 - Seal of a registered (MI) Land surveyor or Engineer along with their original signature.
 - Existing and proposed grades of the lot and building corners (labeled B.L. for exterior brick ledge) including the lowest floor, first floor and any walkout elevations
 - Elevation and location of the 100-year flood plan (if applicable)
 - Finished grade of existing buildings on adjacent property (include distance to each building)
 - The Bench Mark which was used and one Bench Mark on site (USGS Datum)
 - Ditch or swale line elevations
 - Sump pump discharge pipe being constructed directly to an approved drainage system
 - Road centerline and edge elevations
 - Off-site elevations (50’ beyond site limits)
 - Sidewalk elevations (if applicable)
 - Site boundary dimensions and proposed setbacks and side yard dimensions
 - Legal description of the property
 - Road right-of-way width(s) as well as type and width of road surfaces(s)
 - Proposed drainage pattern with arrows
 - All existing and proposed utilities and easements
 - A location map, north arrow and scale (between 1”=10’ and 1’=40’)
 - A 2% slope away from the building or house in the first 25’ then a 1% slope thereafter (see Macomb Township Standard Lot Grading template)
 - Elevations for all existing manholes, catch basins, culverts, hydrants and gate valves
 - Side lot cross sections where new home is adjacent to an existing home
 - The septic field elevation from Macomb County Health Department Permit (include the “MCHD” Bench Mark location and elevation on plan

REQUEST TO ALTER GRADE REVIEW APPLICATION

OVERVIEW

What is a Request to Alter Grade? A request to alter grade is changing or reshaping the slope of a piece of property.

What are the procedures for a Planned Unit Development? Upon receipt of a complete application for the planned unit development, 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 Macomb Township will hold a public hearing, at which your presence is **mandatory**, review the request. The Macomb Township Board of Trustees will decide with regard to this project.



ALL APPLICANTS TAKE NOTICE TO THE FOLLOWING:

- 1. Attendance Required.** The Macomb Township Board of Trustees require the applicant or the applicant's representative to be present at the meeting, otherwise the item may be tabled to another meeting and fee may be incurred.
- 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.

REQUEST TO ALTER GRADE 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)