

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042
586-992-0710 Ext. 7103 • PlanDropBox@macomb-mi.gov

www.macomb-mi.gov



APPLICATION PACKET FOR:

CONSTRUCTION OF MODEL HOMES REVIEW

APPLICANTS TAKE NOTE OF THE FOLLOWING:

All applications must contain each page from this application packet, including the checklist and any unused pages. If your application does not include all the items, it will not be processed 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, please call or email us to schedule a meeting. We can be reached at 586-992-0710 Ext. 7103 or PlanDropBox@macomb-mi.gov.

CONSTRUCTION OF MODEL HOMES REVIEW APPLICATION PACKET

CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application shall be completed and submitted electronically via email to PlanDropBox@macomb-mi.gov and shall include a PDF of the application, a copy of the check, and any/all plans and supplemental information. The check shall be hand delivered to the Planning Department within Town Hall during posted business hours or mailed to Macomb Township Town Hall at 54111 Broughton Road, Macomb Township, MI 48042 in an envelope stating "Attention: Planning Department," (if mailed, the application shall be included in the envelope with the check).

Once the complete package is received, the submittal will be reviewed. If additional information is required, Planning Department staff will contact you via email or phone with additional instructions.

Please initial below to indicate that each required item is being submitted. Failure to initial that all items have been provided will result in an immediate rejection of the application.

_____ **Completed Application.** Incomplete applications or missing pages will not be accepted.
Initial

_____ **Payment.** Please make your (non-refundable) check payable to "**Macomb Township**". Payment for Construction of Model Homes Review is \$250.00 per model home requested plus a \$7,500.00 Cash Bond per model home as required by Township Ordinance. All application fees include an initial review and up to two additional review cycles.
Initial

_____ **Confirmation of Improvements.** By initialing this line, the applicant confirms that all of the following items have been completed and accepted by the Township for construction of model homes.
Initial

- All water mains and services, fire hydrants, sanitary sewers and leads, storm drainage facilities and sump pump outlet connections associated with the development have been installed.
- All roads have been paved, with adequate cure time allowed, for model home construction and use by emergency vehicles.
- Permanent or temporary street signs have been installed.

_____ **Confirmation of As-Builts.** By initialing this line, the applicant confirms that "As-Built" information for roads and utilities referenced above have been found acceptable by the Township on a preliminary basis for model home construction.
Initial

_____ **Agreement to Issue Building Permits for the Construction of Model Homes.** A completed, signed version of the Township's standard Agreement to Issue Building Permits for the Construction of Model Homes. The Agreement must be prepared in 10-pt. font or larger.
Initial

_____ **Metes and Bounds.** A metes and bounds legal description must be provided for each model home site and prepared by a professional surveyor, licensed in the State of Michigan.
Initial

_____ **Signed and Sealed Drawing.** A signed and sealed drawing completed by a registered surveyor, engineer or architect for each model home site. If parking improvements are proposed as part of this request, such improvements must be shown.
Initial

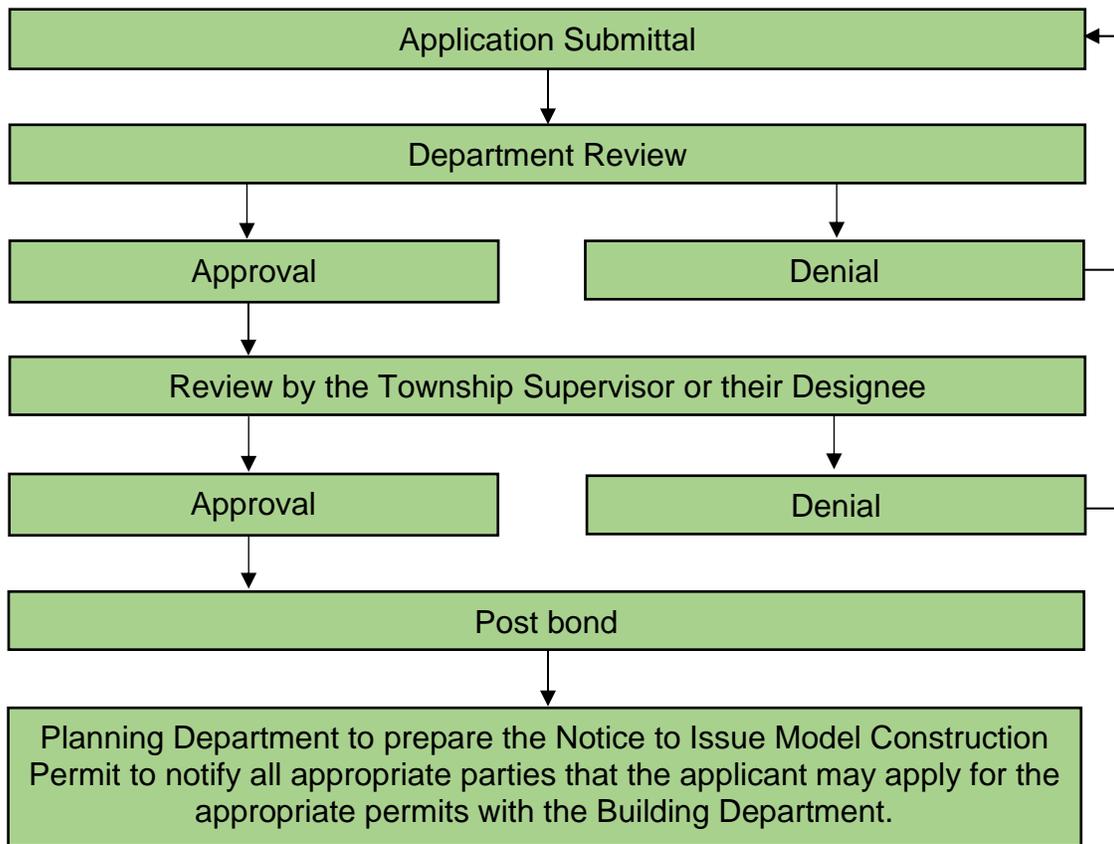
CONSTRUCTION OF MODEL HOMES REVIEW APPLICATION PACKET

OVERVIEW

When is the right time to apply for a Model Permit? Requests for the Construction of Model Homes may be considered when the following improvements are completed and accepted by the Township: road paving, temporary street signs, water, sanitary and storm drainage facilities.

Is there a limit on how many Model Permits are allowed? Developments are allowed no more than four (4) homes per development, as defined by the approved Tentative Preliminary Plat or Site Condominium Subdivision Plan, regardless of phasing.

What are the procedures for requesting approval for the construction of model homes? Upon receipt of a complete application for the Construction of Model Homes Review prior to the completion of all development improvements, the Planning Department will distribute the application and submittals to internal departments for an approximate ten (10) day review period. Results of the reviews will be communicated to the applicant. The Township Supervisor or their Designee has the authority to approve the request. If the request is granted by the Township Supervisor or their Designee, the applicant will post the bond and the Planning Department will notify all appropriate parties that the applicant may apply for the appropriate permits with the Building Department.



When can the posted bond be returned? Upon completion and acceptance by the Township of all required development improvements and the Township has released the site development bond, the petitioner may request that the model home agreement be terminated and the associated bond returned. This request is made in writing to the Planning Department.

CONSTRUCTION OF MODEL HOMES REVIEW APPLICATION PACKET

APPLICATION

MACOMB TOWNSHIP PLANNING DEPARTMENT
54111 BROUGHTON ROAD
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 7103

Permanent Parcel Number 08 - _ _ - _ _ - _ _ .

Project Name _____

Location of Property _____
(for example: the north side of 23 Mile Road and ¼ mile east of Romeo Plank Road)

| Lot/Bldg. & Unit # | Address and Street Name |
|--------------------|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Applicant Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Applicant Signature _____

Legal Owner of Property _____ Phone _____
(Print Owner's Name)

Address _____ Email _____

City _____ State _____ Zip Code _____

Legal Owner Signature _____

CONSTRUCTION OF MODEL HOMES REVIEW APPLICATION PACKET

VERIFICATION OF RECORDED LEGAL PROPERTY

Permanent Parcel No. 08 - _ _ - _ _ - _ _ .

Address of Parcel (if available) _____

Owner Name _____

Address of Owner _____

**LEGAL DESCRIPTION
(INSERT HERE)**

CONSTRUCTION OF MODEL HOMES REVIEW APPLICATION PACKET

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. affidavit, deed, land contract, option agreement, lease, etc.)** This requirement must be fulfilled to promptly process your application. By signing this form, the property owner grants Macomb Township the authority to place public notice sign(s) on the subject property and waives any right to claims of damages as a result of any sign(s) being placed.

(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 _____ to receive consideration by
(type of application to be filed)
Macomb Township.

(I), (We) further authorize _____, as a(n)
(name of applicant)
_____ of the property, to process an Application with the Township of
(applicant's interest in property)
Macomb on (my) (our) behalf.

Please have the property owner(s) sign below:

(Owner Signature)

(Print Name)

THIS FORM RELATES TO PROPERTY WITH THE FOLLOWING PARCEL NUMBER(s):

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.
(he, she, they) (his, her, their)

Notary Public

_____, Michigan

My Commission Expires: _____

Acting in _____ County, Michigan