

# 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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## FINAL PLAT

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**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 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 Michigan Land Division Act (P.A. 288 of 1967), as amended; and the Land Division Ordinance #17 of Macomb Township

**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](mailto:PlanDropBox@macomb-mi.gov).**

# FINAL PLAT 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 electronically via email to [PlanDropBox@macomb-mi.gov](mailto:PlanDropBox@macomb-mi.gov) and shall include a PDF of the application, a copy of the check, and any/all plans and supplemental information.

Please initial below to indicate that you have submitted each required item.

\_\_\_\_\_ **A completed application**, we will not accept incomplete applications or missing pages.  
Initial

\_\_\_\_\_ **Payment**, please make your (non-refundable) check payable to “**Macomb Township**”. Payment for Final Plat Review is \$1,275.00, plus \$20.00 for each additional acre over two (2) acres. All application fees include an initial review and up to two additional review cycles. The payment must be dropped off at the Planning Department or mailed (with tracking) addressed to the Planning Department.  
Initial

\_\_\_\_\_ Payment must be mailed in or brought into Macomb Township offices with the original application. Failure to do so will delay the review process.  
Initial

\_\_\_\_\_ **Letter**, describing in detail the purposed use of the property.  
Initial

\_\_\_\_\_ **Final Plat**, drawn to scale, signed and sealed and approved by the Macomb Township Engineer.  
Initial

\_\_\_\_\_ **Letter from the Macomb Township Engineer**, regarding improvements and bonds. “As Built” drawings must be submitted and approved by the Macomb Township Engineer prior to Final Plat application.  
Initial

\_\_\_\_\_ **One of the following must be submitted** regarding required public improvements and required landscaping  
Initial

- Written correspondence from all required Macomb Township departments indicating they have reviewed the landscape easement against the approved landscape plan, have verified its completion and have recommended release of the landscape bond to the Macomb Township Board
- Payment of Surety Bond (for public improvements and facilities) in an amount acceptable to the Macomb Township Engineer. This is required only if the proposed improvements have not been completed before Final Plat application **AND** the Macomb Township Board has issued a Variance allowing the development to proceed without the required improvements installed;

\_\_\_\_\_ **Letter from the Macomb Township Supervisor** approving the Subdivision Street addresses.  
Initial

\_\_\_\_\_ **Correspondence from the Township Attorney** verifying approval of the Restrictive Covenants.  
Initial

\_\_\_\_\_ **Recorded Articles of Incorporation** establishing a Homeowner’s Association.  
Initial

\_\_\_\_\_ **Proof of Ownership of the Land**, such as Land Contract, Option Agreement, Deed, etc.  
Initial

\_\_\_\_\_ **Notice of Special Assessment** for all proposed Special Assessment Districts including Street Lighting and Storm Water Management (if necessary) indicating that the districts have been established.  
Initial

# FINAL PLAT REVIEW APPLICATION

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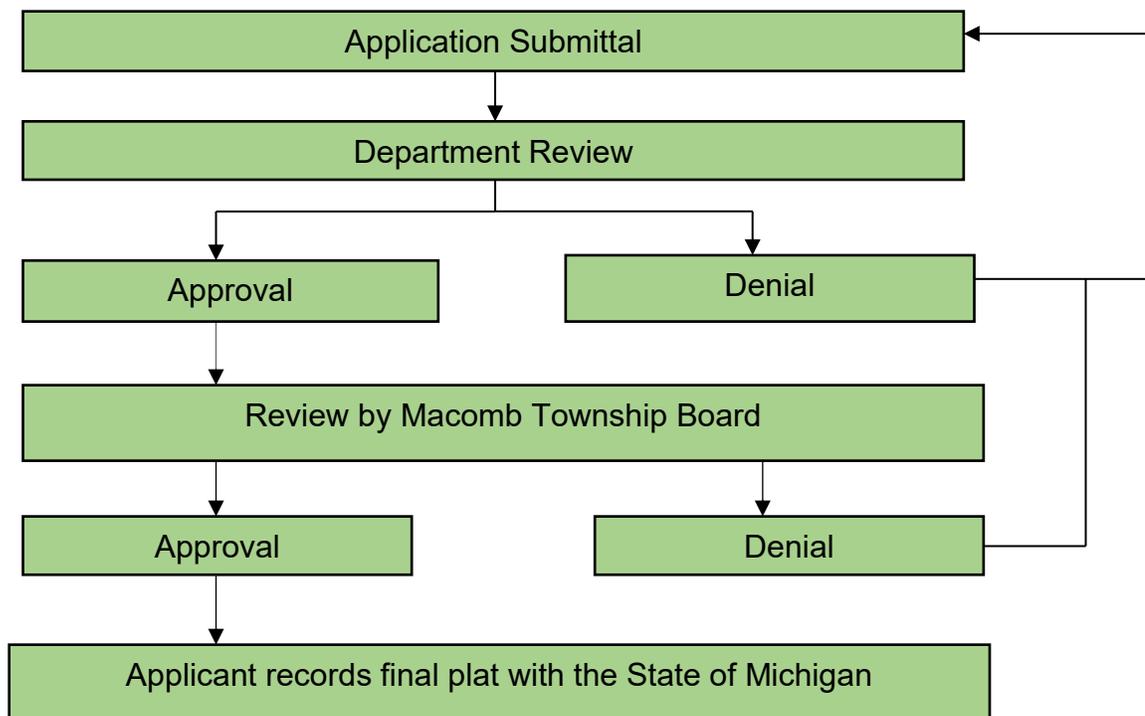
## OVERVIEW

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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.

**What is a Final Plat Review?** A final plat review is the last step in the subdivision process and must be in substantial compliance with an approved Preliminary Plat. This submittal will show the final design of the subdivision, the final report, and plans for all improvements for the Township, State, County, and utility companies for review. The final plat must be submitted within a year of the preliminary plan approval, unless otherwise extended by the Planning Commission.

**What are the procedures for a Final Plat review?** Upon receipt of a complete application, 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 Board of Trustees will hold a public hearing, at which your presence is **mandatory**, and review the request.



## FINAL PLAT REVIEW APPLICATION

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### REVIEW PROCESS

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- Step 1:** Applicant submits completed Application package (see checklist). Application for the Final Plat will not be accepted if the Final Preliminary Plat has expired.
- Step 2:** A copy of the Final Plat is forwarded to the Macomb Township Supervisor's Office for final approval of street names, street breaks and lot numbering. Supervisor's approval is required before the matter can be scheduled for review by the Macomb Township Board.
- Step 3:** Macomb Township Board shall consider the Final Plat at their next available meeting. The Macomb Township Board shall approve or reject the Final Plat. If rejected, the Macomb Township Board shall send a letter to the proprietor indicating their decision and reasons for the rejection. If approved, the Macomb Township Board shall send a letter to the proprietor notifying them of the approval.
- Step 4:** The Macomb Township Clerk signs the Municipal Certificate on the approved Final Plat on behalf of the Macomb Township Board of Trustees.
- Step 5:** The proprietor completes the platting process and records the Final Plat with the State of Michigan.
- Step 6:** If Variances are granted pursuant to Step 5, the proprietor shall guarantee performance by posting surety bond, cash deposit, certified check, or irrevocable letter of credit in an amount approved by the Township Engineer. All performance guarantees must be reviewed and approved by the Township Attorney. Financial guarantees must be posted before the Clerk will sign the Final Plat.
- Step 7:** After Final Plat approval, the proprietor shall record the Covenants and Restrictions with the Macomb County Register of Deeds. A copy of same shall be submitted to Macomb Township for verification against the copy approved by the Township Attorney.
- Step 9:** After Final Plat approval, the following must occur:
- Up to four (4) Model Permits may be issued if first approved by the Macomb Township Board (see Model Permits Review Process).
  - Building Permits may not be issued until 1) the proprietor of the subdivision has installed the landscape easement in accordance with the approved landscaping plan; 2) the landscape bond is released by the Macomb Township Board; 3) all public improvements are installed and the bond for same, as described in Step 7, has been returned; 4) the Articles of Incorporation for the Homeowner's Association has been properly recorded.

## ALL APPLICANTS TAKE NOTICE TO THE FOLLOWING:

- 1. Review Timeline.** State Law requires the Planning Commission to review your application within thirty (30) days of submittal, and it requires the Macomb Township Board of Trustees to consider the Planning Commission's recommendation within twenty (20) days of their meeting. To comply with this requirement, the Township will place your application on an appropriate meeting agenda that complies with these time frames. However, in many cases, plan revisions are needed after the Township conducts its initial reviews. At this point in the process, the applicant will be requested to submit revised plans and/or a letter authorizing the Township to table the application to allow enough time to review the revised plans (in these cases, a tabling fee, as described in note #5 below will be charged). The Township strongly recommends you submit such a request because without it, the Planning Commission will be forced to review outdated plans and is likely to recommend denial of the plat to the Macomb Township Board of Trustees. If the application is denied, it may be reconsidered only after submittal of an entirely new application, with fees and supporting documentation.
- 2. Phasing Plan.** If a "phasing plan" has not been submitted, it is assured that this subdivision will be developed in one phase. All revisions to the phasing plan must be reviewed and approved by the Planning Commission and Macomb Township Board of Trustees.
- 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 rereviews, 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 the 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. If the item is placed on an agenda and is tabled by the Planning Commission or applicant at the meeting, the tabling fee as described in item 2 above will apply.
- 6. Signs.** Signs may be submitted simultaneously; however, a separate **Sign Application(s)** shall be submitted for such sign(s).

**FINAL PRELIMINARY PLAT REVIEW APPLICATION**

**APPLICATION**

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

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

Project Name \_\_\_\_\_  
(if applicable)

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

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

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

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

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 \_\_\_\_\_

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

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

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

**FINAL PRELIMINARY PLAT 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)**