

# 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 PRELIMINARY PLAT**

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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.

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 we are more than happy to accommodate such a meeting. In fact, we encourage it! Please call or email us to schedule a meeting.**

# FINAL PRELIMINARY 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 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.

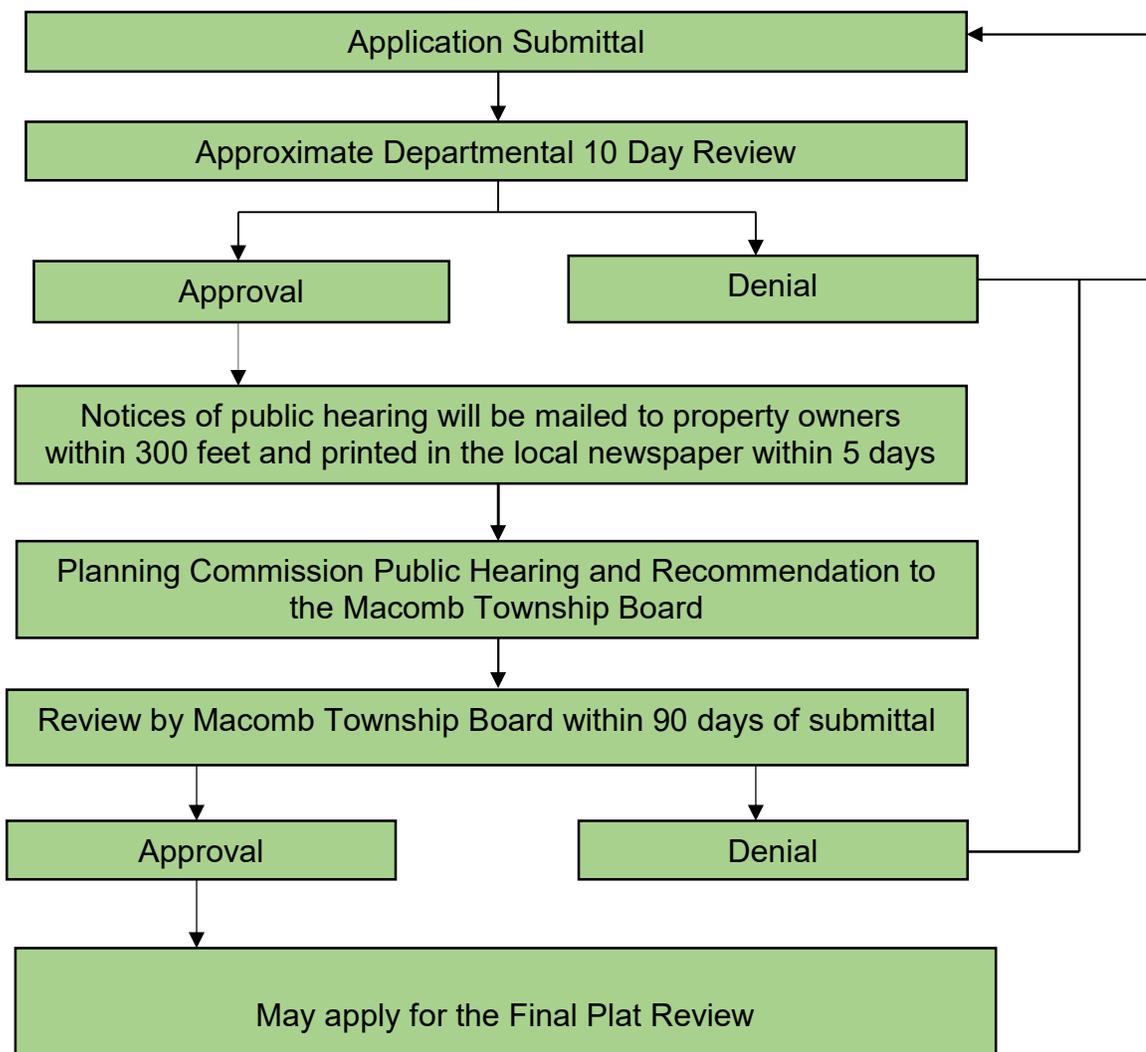
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – please make your (non-refundable) check payable to “**Macomb Township Treasurer**”. Payment for Final Preliminary Plat Review is \$1,450.00, plus \$20.00 for each additional acre over two (2) acres. Payment 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**, describing in detail the purposed use of the property;
- Final Preliminary Plan**, drawn to scale, signed and sealed;
- Landscape Plan** for 20’ common area, drafted in compliance with Macomb Township’s Land Division Ordinance §17-162 (b);
- Requirements**, a letter from the Township Engineer approving the detailed engineering plans, accompanied by all required agency reviews and/or permits as required by §17-69 of the Land Division Ordinance and as listed below:
  - Each school district having jurisdiction in the area
  - The Macomb County Road Commission
  - The Macomb County Drain Commission
  - The Michigan Department of Transportation, if project abuts state highway or trunkline
  - The Conservation Department of Environmental Quality, if project abuts a body of water or is located within the floodplain
  - The Health Department, if public water and sewer are not present
  - All registered utility companies;
- Proposed Restrictive Covenants**;
- Evidence shall be provided that a Special Assessment District for the operation and maintenance of street lights has been established;
- Evidence shall be provided that a Special Assessment District for the operation and maintenance of all stormwater facilities to be installed in the development has been established, if applicable.

# FINAL PRELIMINARY PLAT REVIEW APPLICATION

## OVERVIEW

**What is a Final Preliminary Plat Review?** A final preliminary plat review is the second step in the subdivision process and is a proposed subdivision project based on the requirements of the State of Michigan Land Division act. The final preliminary plat is a plan showing the finalized layout of the purposed subdivision. This step is intended to clear up any major issues of the subdivision.

**What are the procedures for requesting Final Preliminary Plat?** 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 Planning Commission will hold a public hearing, at which your presence is **mandatory**, review the request and make a recommendation to the Township Board.



# FINAL PRELIMINARY PLAT REVIEW APPLICATION

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## REVIEW PROCESS

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- Step 1:** Applicant submits completed Application package (see checklist).
- Step 2:** Copies of the application and final preliminary plan are sent 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.
- Step 3:** If the plat does not meet all requirements, the Planning Department will notify the applicant requesting revised plans and/or a letter requesting the item be tabled to a later date to allow enough time for the township to review the revised plans. This requirement is optional, however, without written approval to delay, the Planning Commission will be required to review the plat without proper departmental review and is likely to recommend denial of the plat to the Township Board.
- Step 4:** Should the applicant choose not to re-submit revised plans or submit a request in writing to delay the item, the original plat will be reviewed by the Planning Commission with any recommendations given during the department reviews. If the Planning Commission recommends denial and the Macomb Township Board of Trustees agrees, the application will likely be denied and may only be reconsidered after submittal of a new application, with fees and supporting documents.
- Step 5:** If plans are acceptable and all reports requested in Steps 2 and 4 are received, the item is placed on the next reasonable Planning Commission agenda for a public hearing, notice of which will be sent to the property owner and adjacent property owners within 300 feet of the subject property. The Planning Commission will then hold a public hearing and make a recommendation to the Macomb Township Board of Trustees, notice of which shall be communicated to the Board in a report. The Building Department will also notify the applicant of the planning Commission's recommendation.
- Step 6:** Macomb Township Board of Trustees shall consider the final preliminary plat at their next reasonable meeting date.
- Step 7:** The Macomb Township Board of Trustees shall either approve or reject the final preliminary plat, stating their decision in writing. The Planning Department shall communicate the results of the Board meeting to the applicant or their representative.
- Step 8:** The approved final preliminary plat is forwarded to the Supervisor' Department for street name verification and address distribution.

## 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. 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. Phasing Plan.** If a "phasing plan" has not been submitted it is assured that this subdivision will be developed in one phase. Any and all revisions to the phasing plan must be reviewed and approved by the Planning Commission and Macomb Township Board of Trustees.
- 4. 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.
- 5. 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.
- 6. 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 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. 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.
- 7. 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 1/4 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)**