

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

www.macomb-mi.gov



APPLICATION PACKET FOR:

TENTATIVE PRELIMINARY PLAT

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.

TENTATIVE PRELIMINARY PLAT REVIEW APPLICATION
CHECKLIST OF REQUIRED DOCUMENTS

This application must be accompanied by all items listed in the checklist below. This application, in hard copy form, 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). 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 Tentative Preliminary Plat Review is \$1,335.00, 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;
- Copies of transmittal letters**, indicating that an adequate number of the Preliminary Plan were distributed to the required authorities. Including but not limited to the following;
 - Copy to each school district having jurisdiction in the area
 - Copies to the Macomb County Road Commission
 - Copies to the Macomb County Drain Commission
 - Copies to MDOT if project abuts a highway or trunkline
 - Copies to the Conservation Department if project abuts a lake, stream , channel or lagoon
 - Copies to the MDEQ if project abuts a body of water or is located within a flood plain
 - Copies to the Macomb County Health Department if public water and sewer are not present
 - Copy to all registered utility companies.
- Tentative Preliminary Plan**, drafted in compliance with Macomb Township’s Land Division Ordinance §17-68(a)(3);
- A Map** of the entire area planned for development and how this property will be or could be developed if the proposed plat is part of a larger development project, or if the plat is adjacent to property planned for future development;
- Sketch** of the property showing drainage patterns and soil characteristics;
- Site Report** as described by the rules of the Michigan State Department of Public Health. This document is required only if the plat will not be served by public sanitary and storm sewers;
- Plan** delineating all-natural features on or abutting the site, including but not limited to ponds, streams, drains, floodplains, wetlands and woodland areas;

- If the proposed plat is located in more than one school district, the proprietor shall include one (1) original copy of an agreement, signed by each affected school district Superintendent, indicating which school district shall apply to lots that are bisected by the school district boundary line;
- Letter** from the Macomb Township Supervisor's office indicating approval of proposed street names. Said street names shall be shown on the plat. Once approved, street names **MAY NOT BE CHANGED**;
- Proof of Ownership**, i.e. Land Contract, Affidavit of Land Contract, Deed, Option Agreement, etc.;
- Completed Request for Street Lighting Improvement Form**, found on page 11. This form will begin the process of establishing a Special Assessment (SAD) for street lighting.

TENTATIVE PRELIMINARY PLAT REVIEW APPLICATION

AGENCY LIST

Please send the appropriate number of copies of the Preliminary Pan to the following agencies, as required by §17-68 of the Macomb Township Land Division Ordinance and §560.112 - §560-119 of the Michigan Land Division Act. Please Note: Other agencies requiring review may not be on included in this list, it is intended as a guide for developers.

Chippewa Valley Schools
19320 Cass Avenue
Clinton Township, MI 48038
(586) 723-2000
www.chippewavalleyschools.org

Macomb Community College
14500 E. 12 Mile Road
Warren, MI 48088
(586) 622-6621
www.macomb.edu

New Haven Community Schools
PO Box 482000
New Haven, MI 48048
(586) 749-5123
www.newhaven.misd.net

Utica Schools
11303 Greendale
Sterling Heights, MI 48312
(586) 463-8671
www.macomb.k12.mi.us/utica/schutic.htm

L'anse Creuse Schools
Director of Transportation
24400 F.V. Pankow Blvd.
Clinton Twp. MI 48036
(586) 783-6550

County Highway Engineer
Macomb. Co .Road Commission
117 S. Groesbeck Hwy.
Mt. Clemens, MI 48043
(586) 463-8671

Public Works Commissioner
Macomb County Public Works
PO Box 806
Mt. Clemens, MI 48046
(586) 469-5350

LOCAL CONTACT:
Michigan Dept. of Transportation
38257 Mound Rd
Sterling Heights, MI 48314
(586) 978-1935

STATE CONTACT:
Michigan Dept. of Transportation
Real Estate Division
18101 West 9 Mile Road
Southfield, MI 48075
www.michigan.gov/mdot

Macomb Co. Conservation District
75701 Memphis Ridge Rd
Richmond MI 48062
(586) 727-2666
www.macombcd.com

Michigan DEQ
SE Michigan District Office
38980 Seven Mile Rd
Livonia MI 48152-1006
(313) 953-0241 or (734) 432-1271

Macomb County Health Dept.
43525 Elizabeth Rd.
Mt. Clemens MI 48043
(586) 469-5235
www.co.macomb.mi.us/publichealth.gov

SBC
Engineering Department
100 South Main St
Suite 314
Mt. Clemens MI 48043
(586) 466-1023

Detroit Edison
Planning Department
43230 Elizabeth Rd
Clinton Township MI 48036

Mich Con Gas Company
5440 Puttygut
P.O. Box 305
St. Clair MI 48079

Real Estate Department
Grand Trunk Western Railroad
Inc.
PO Box 5025
Troy, MI 48007

One Call Engineering
Eastern Area Headquarters
Sunoco Pipeline L.P.
525 Fritztown Rd
Sinking Spring, PA 19608

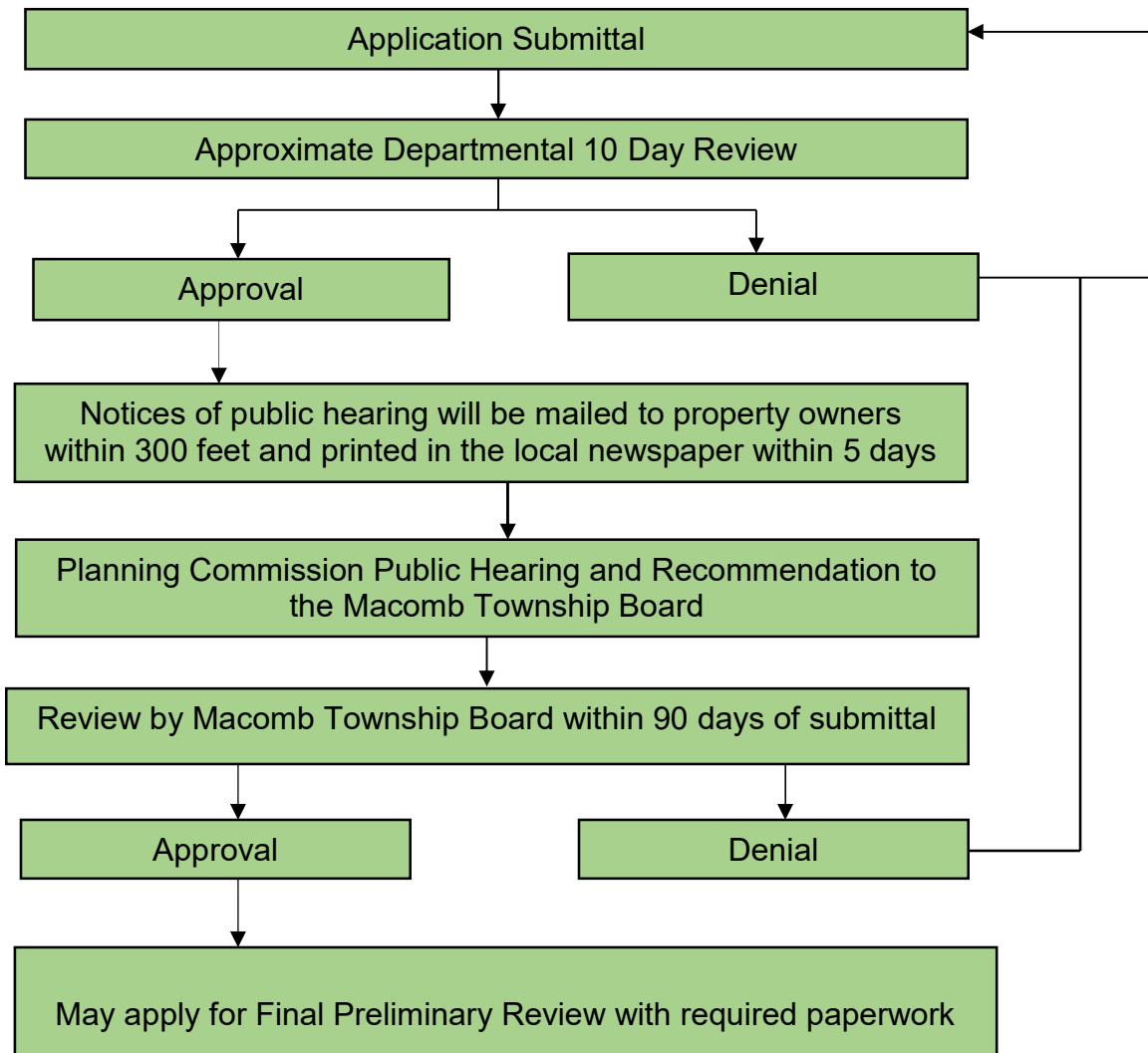
Consumer's Energy
35350 Kelly Rd
Clinton Township MI 48038
1-888-427-6246
www.consumersenergy.com

TENTATIVE PRELIMINARY PLAT REVIEW APPLICATION

OVERVIEW

What is a Tentative Preliminary Plat Review? A tentative preliminary plat review is the first step in the subdivision process and is a proposed subdivision project based on the requirements of the State of Michigan Land Division act. The tentative preliminary plat is a plan showing the layout of the purposed subdivision, including lots, streets, open spaces, etc.

What are the procedures for requesting Tentative 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. To apply for the next step, Final Preliminary Plat, applicant must have approval letter from the Engineering Department before the application will be accepted. The applicant will obtain reviews from the appropriate agencies listed on Page 4 of this packet before applying for the Final Preliminary Plat.



TENTATIVE PRELIMINARY PLAT REVIEW APPLICATION

REVIEW PROCESS

- Step 1:** Applicant submits completed Application package (see checklist).
- Step 2:** The applicant is responsible for submitting copies of the Tentative Preliminary Plat (TPP) to the Macomb County Road Commission, the Macomb County Drain Commissioner, State Highway Department, Conservation Department, State DEQ and Health Department, etc.
- Step 3:** Copies of the application and tentative preliminary plat 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 ten (10) days for review.
- Step 4:** If the reviews from step 3 require revisions to the plans, the Planning Department will notify the applicant via email, requesting they submit revised plans. Once received, the revised plans will be sent to the department heads for another ten (10) day review.
- Step 5:** The Michigan Land Division Act requires the Macomb Township Board of Trustees to consider a Tentative Preliminary Plat application within 90 days of receipt. In some cases, revised plans or additional reviews are required which will delay the process beyond the required time frame. In this case, the township will request a letter from the applicant authorizing the item be tabled to a later date to allow enough time for the applicant to revise the plans and/or to allow time for the township to review the revised plans. The requirement is optional, however, without written approval to delay from the applicant, the Macomb Township board will be forced to act on a recommendation from the Planning Commission to deny the plat.
- Step 6:** If plans are acceptable, 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 Planning Department will also notify the applicant of the planning Commission's recommendation.
- Step 7:** Macomb Township Board of Trustees shall consider the final preliminary plat at their next reasonable meeting date. 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.
- Step 8:** The applicant will obtain reviews from the appropriate agencies listed on Page 4 of this packet before applying for the Final Preliminary Plat. Applicant must also submit a copy of the engineering plan to the Macomb Township Engineer for review and approval PRIOR to Final Preliminary Plat application submittal. An approval letter from the Engineering Department must be received before a Final Preliminary Plan application will be accepted.

ALL APPLICANTS TAKE NOTICE TO THE FOLLOWING:

- 1. Review Timeline.** State Law requires the Township Board to review your application within ninety (90) days of receipt. 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. The Township strongly recommends you submit such a request to delay because without it, the Township Board will be forced to act on a recommendation from the Planning Commission to deny the plat. 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. Any and all revisions to the phasing plan must be reviewed and approved by the Planning Commission and Macomb Township Board and incorporated into the Tentative Preliminary Plat. Changes to the phasing plan will not be allowed unless it is part of a new application.
- 3. 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.
- 4. Expiration Date.** Tentative Preliminary Plat is valid for one (1) year from the date of approval and may be extended by the Township Board, 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 and the process starts over.
- 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, such applications may not proceed past the Tentative Preliminary Plat review until all required parcel splits and/or combinations have been executed to the Township Assessor’s satisfaction. No application for Final Preliminary Plat will be accepted until the Planning Department is notified of these approvals.
- 6. Department Review.** Submittal of this application does not imply that the plans are acceptable. The review of the information by all departments and agencies will make recommendations to the Planning Commission and Township Board, who will indicate if they are acceptable.
- 7. Tentative Approval.** Tentative approval of a tentative preliminary plat does not constitute final approval of the preliminary plat, but rather confers on the proprietor the right to proceed with the preparations of the final preliminary plat for approval.
- 8. Attendance Required at Public Meeting.** The Macomb Township Planning Commission and Board of Trustees requires the applicant or representative to be present at the public hearings, otherwise the item will be tabled.
- 9. Site Improvements.** No site improvements may be made or units sold at this time.
- 10. School District Boundaries.** All developments that include or abut a school district boundary shall indicate the location of the boundary on the plat. For each proposed lot that will include more than one school district, the proprietor must submit written documentation, in a form acceptable to the Township Assessor, verifying the school district to which the future lot(s) will be associated. Said written documentation must include an agreement by each school district of the proposed association.

TENTATIVE PRELIMINARY PLAT REVIEW APPLICATION

APPLICATION

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

Condominium Name _____

Type of Development Project? Residential Commercial Industrial Other _____

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

Applicant's Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

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 _____

Engineer/Land Surveyor Company Name _____ Phone _____
(Print Owner's Name)

Address _____ Email _____

Contact Professional _____ Phone _____

Gross Acreage _____ Net Acreage _____ Proposed Number of Lots _____

Types of Utilities Water Main Sanitary Sewer

Phasing Plan? Yes No Proposed Number of Phases _____

Applicant's Signature _____

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)

TENTATIVE PRELIMINARY PLAT REVIEW APPLICATION

REQUEST FOR STREET LIGHTING IMPROVEMENT

MACOMB TOWNSHIP BOARD OF TRUSTEES
54111 Broughton Road
MACOMB, MICHIGAN 48042
(586) 992-0710 EXT. 7103

Pursuant to §17-134(a)(10) of the Macomb Township Land Division Ordinance requires all Subdivisions and Site Condominium developments to provide street lighting at each entrance, intersections and throughout the development. The Homeowner's Association will become responsible for the maintenance of street lighting according to a Special Assessment District (for plats) or a contract (for site condos) which will distribute the annual maintenance costs among all lot owners via an assessment or line item which will appear on their tax bills.

Subdivision Name _____

Location of Property _____
(for example, the east side of Broughton Road and 1/2 mile south of 25 Mile Road)

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

Petitioner's Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Petitioner's Signature _____ **Date** _____

Property Owner Request:

- Developer Letter
- Petition of Property Owners (**NOTE:** if the request is by petition, State Law requires it to contain the signatures of at least 10% of the legal property owners. If legal ownership is by more than one individual, signatures will be required of all owners)

Type of Lighting Requested:

- Acorn (minimum standard)
- Other _____

Note: Per policy adopted February 12, 2003, the Acorn 12' Post-Style Light is the Minimum Standard for street lights. Other fixtures will be permitted, provided they are of a higher standard than the acorn style.

OFFICE USE ONLY-DO NOT WRITE BELOW THIS LINE

Date Received: _____

Letter to Detroit Edison sent on: _____

Response from Detroit Edison on: _____

Notification of cost sent to Petitioner on: _____

Public hearing held on: _____

Special Assessment District approved by Board on: _____

Notice of SAD sent to the County Clerk for recording on: _____