

MACOMB TOWNSHIP

54111 Broughton Road • Macomb, MI 48042 •

586-992-0710 Ext. 7103

www.macomb-mi.gov



APPLICATION PACKET FOR:

Site Condominium Final Plan Review

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.

SITE CONDO FINAL PLAN 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.

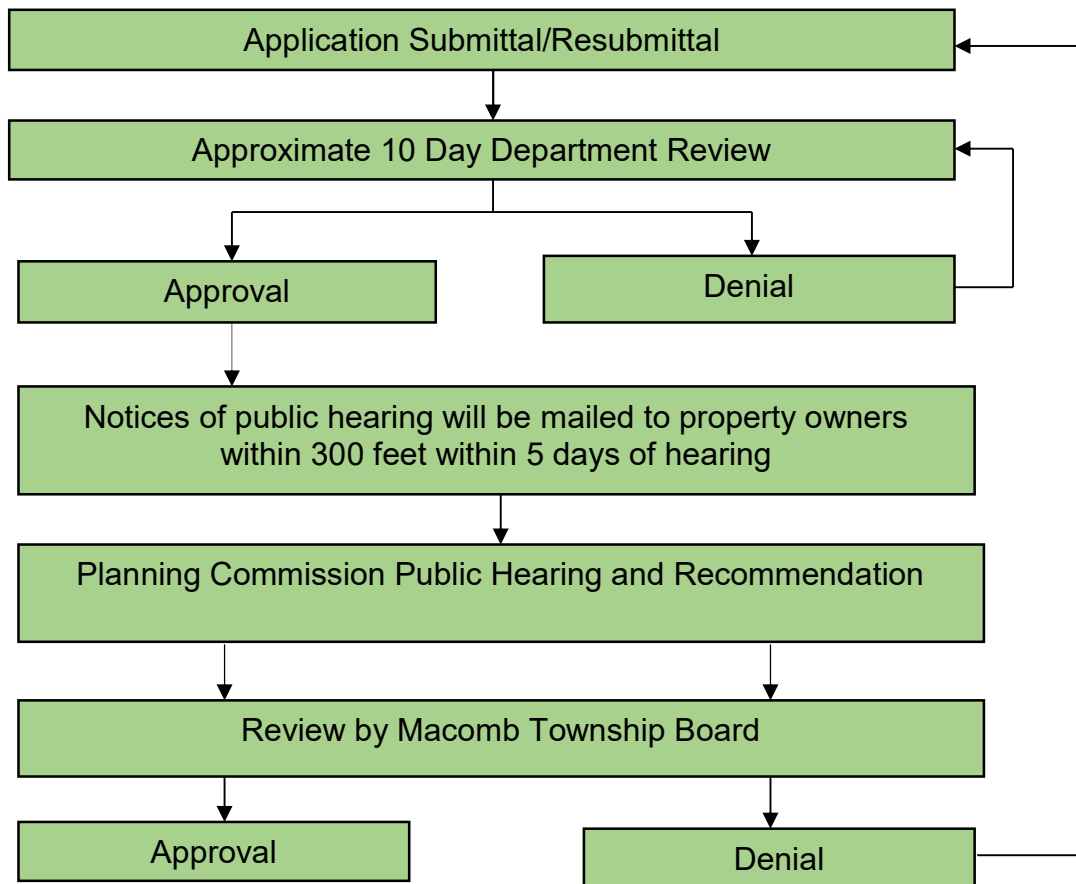
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – please make your (non-refundable) check payable to "**Macomb Township Treasurer**". Payment for Site Condo Final Plan Review is \$1,150.00 plus \$20.00 for each additional acre over two (2) acres. 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 Plan**, drawn to scale and according to §17-131 of the Macomb Township Land Division Ordinance;
- Landscape Plan**, for 20' common area, drafted in compliance with the Macomb Township Land Division §17-162(b);
- Letter from the Macomb Township Engineer**, approving the detailed engineering plans;
- Copies of transmittal letters indicating that an adequate number of copies of the Final Plan were distributed to the required authorities, including but not limited to:
 - Copy to each school district having jurisdiction in the area
 - Copy to the Macomb County Road Commission
 - Copy to the Macomb County Drain Commission
 - Copy to the Michigan Department of Transportation if project abuts state highway or trunkline
 - Copy to the Conservation Department if project abuts lake, stream, channel or lagoon
 - Copy to Michigan Department of Environmental Quality if project abuts a body of water or is located in a floodplain
 - Copy to Macomb County Health Department if public water and sewer not present
 - Copy to all registered utility companies;
- Master Deed**, in draft form;
- Evidence shall be provided that a contract for the operation and maintenance of street lights has been executed between the developer and township;
- Evidence shall be provided that a contract for the operation and maintenance of all stormwater facilities to be installed in the development has been executed between the developer and township, if applicable;
- Proof of Ownership of the Land**, such as Land Contract, Option Agreement, Deed, etc.

SITE CONDOMINIUM FINAL PLAN REVIEW APPLICATION

OVERVIEW

What is a Site Condominium Final Plan? A condominium final plan is a detailed drawing showing the boundaries, locations of buildings, parking, walkways, roads and other features that follow the approved preliminary plan.

What are the procedures for requesting a Site Condominium Final Plan? Upon receipt of the 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 will be mandatory, review the request and make a recommendation to the Township Board. The Township Board has final authority to approve or deny the request for conditional rezoning.



ALL APPLICANTS TAKE NOTICE TO THE FOLLOWING:

1. **Attendance Required at Public Hearing.** The Macomb Township Planning Commission requires the applicant or the applicant's representative to be present at the Public Hearing, otherwise the item will be tabled to another meeting date.
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. **Start of Construction.** No site improvements may be initiated, or units sold, until Final Plan has been granted.
4. **Expiration Date.** Final 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. **Department Reviews.** Submittal of this application does not imply that the plans are acceptable, the review of the information by all departments and agencies will indicate if they are acceptable.
6. **Posting of Financial Guarantees for Completion of Site Improvements.** Prior to the issuance of construction permits, the applicant must provide Macomb Township with a financial guarantee to ensure the completion of all site improvements. The amount of such guarantee shall be based on a detailed cost estimate, provided by applicant, and as approved by the Township Engineer. Once the site improvement bond is posted and the site improvements completed, the applicant must submit an as-built reproducible mylar of the completed site for approval by the Township Engineer.
7. **Master Deed.** Applicant shall submit a true copy of the recorded Master Deed for the development for review by the Macomb Township Engineer and Attorney. They will communicate to the Township Planner the recorded Master Deed agrees with the draft submitted and approved during this phase. After the Township Attorney approves the recorded Master Deed and the Township Engineer approves the as-built mylar, units may be sold and permits may be issued
8. **Final Acceptance:** The Township requires the completion of all required site improvements prior to final acceptance. After construction of the condominium subdivision site improvements, as-built reproducible mylar of the completed site is to be submitted to the Township by the Township Engineer. A building permit for units will not be issued until the as-built mylar for site improvements, excluding sidewalks and driveways, has been duly reviewed and accepted by the Township.

SITE CONDO FINAL PLAN 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 _____

City _____ State _____ Zip Code _____

Email _____

Representative Name: _____ Phone _____
(if different from applicant)

Address: _____

City _____ State _____ Zip Code _____

Email _____

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 _____

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)