

MACOMB TOWNSHIP

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

www.macomb-mi.gov



APPLICATION PACKET FOR:

SITE CONDOMINIUM FINAL PLAN 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.

SITE CONDOMINIUM FINAL PLAN 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 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.

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.

_____ Initial **Completed Application.** This includes an **Affidavit of Ownership**. Incomplete applications or missing pages will not be accepted.

_____ Initial **Payment.** Please make your (non-refundable) check payable to "Macomb Township". Payment for Site Condominium Final Plan Review is \$1,250.00 plus \$20.00 for each additional acre over two (2) acres, including the public hearing fee. All application fees include an initial review and up to two additional review cycles. Payment must be dropped off at the Planning Department, or mailed with tracking, addressed to the Planning Department.

_____ Initial **Letter.** A letter describing in detail the proposed use of the property. Information regarding intended phasing, number of units, and access to utilities must be included.

_____ Initial **Final Plan** drawn to scale and signed and sealed by a licensed professional. The Site Condominium Final Plan must meet the requirements in [§17-131](#) of the Macomb Township Land Division Ordinance, excluding (1)b, (1)l, (b)(1), (b)8 and (b)(9).

_____ Initial **Landscape Plan** in accordance with [§17-162\(b\)](#) of the Macomb Township Land Division Ordinance. All landscape plans must be prepared, sealed and signed by a Registered Landscape Architect in the State of Michigan, and shall include setback and height dimensions of all proposed structures (including signs and walls).

_____ Initial **School District Agreement**, if applicable. If the proposed Site Condominium Subdivision is located in more than one (1) 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 units that are bisected by the school district boundary line.

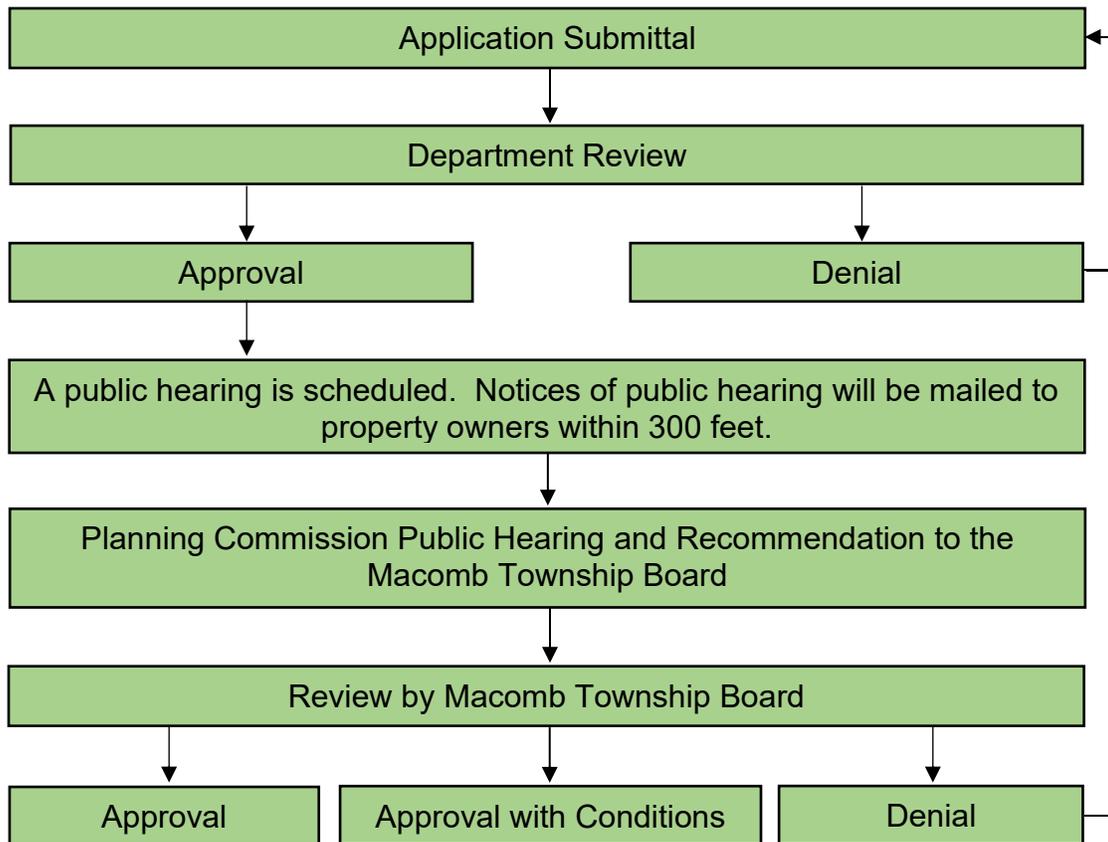
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OVERVIEW

What is a Site Condominium Final Plan? A Site Condominium Final Plan is a plan drawn to scale for a proposed condominium project based on the requirements of the Macomb Township Zoning Ordinance and Land Division Ordinance. The Site Condominium Final Plan may be submitted after Engineering Plan Approval.

How long does Site Condominium Final Plan Approval remain valid? Site Condominium Final Plan approval is valid for two (2) years 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. It is not Macomb Township's responsibility to notify a project representative prior to the project expiration date. Failure to apply for an extension before the expiration date will require a new submittal including payment.

What are the procedures for a Site Condominium Final Plan? Upon receipt of a complete application for the Site Condominium Final Plan review, 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 and a public hearing will be scheduled with the Planning Commission, at which **your presence is mandatory**. The Planning Commission will review the request and make a recommendation to the Township Board. The Township Board has final authority to approve or deny the request for Site Condominium Final Plan.



SITE CONDOMINIUM FINAL PLAN 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 _____

Applicant Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Applicant Signature _____

Representative Name _____ Phone _____
(if different from applicant)

Address _____

City _____ State _____ Zip Code _____

Email _____

Representative Signature _____

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

Current Zoning Classification _____

Existing Land Use _____

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

Address _____ Email _____

City _____ State _____ Zip Code _____

Legal Owner Signature _____

SITE CONDOMINIUM FINAL PLAN REVIEW APPLICATION PACKET

VERIFICATION OF RECORDED LEGAL PROPERTY

Permanent Parcel No. 08 - _____ - _____ - _____.

Project Name _____

Address of Parcel (if available) _____

Owner Name _____

Address of Owner _____

**LEGAL DESCRIPTION
(INSERT HERE)**

SITE CONDOMINIUM FINAL PLAN 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.

(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