

# 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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## **SITE CONDOMINIUM SUBDIVISION PLAN REVIEW**

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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 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 CONDOMINIUM SUBDIVISION 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 shall be included 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.

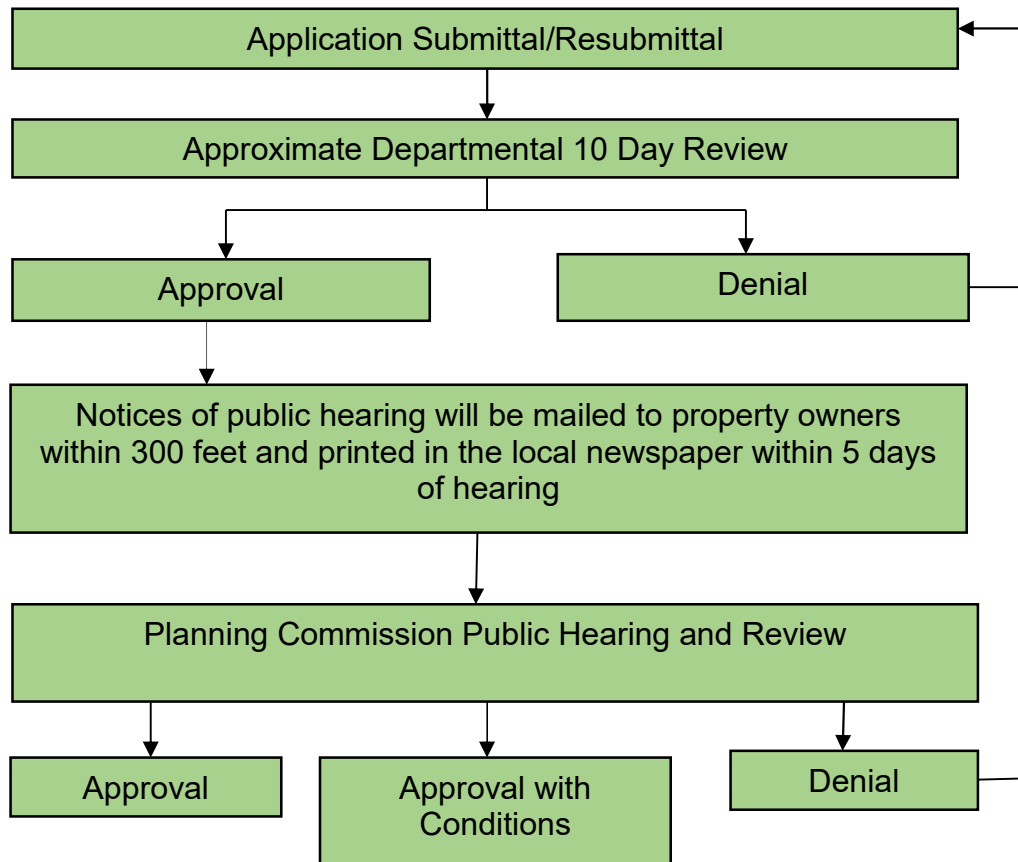
- A completed application**, we will not accept incomplete applications or missing pages;
- Payment** – please make your (non-refundable) check payable to “**Macomb Township Treasurer**”. Payment for Site Condominium Subdivision Plan Review is **\$2,550.00**, which includes \$300 Fire Consultant fee, plus \$25.00 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**, detailing the description of the project;
- Site Condominium Subdivision Plan**, drawn to scale and according to §17-131 of the Macomb Township Land Division Ordinance, excluding sections (1)b, (1)l, and (b)8, signed and sealed by a Professional Engineer Registered in the State of Michigan;
- Landscape Plan** drafted in compliance with the Macomb Township Land Division §17-162(b);
- Site Report** as described by the rules of the Michigan State department of Health. This document **required only** if the development will NOT be served by public sanitary and storm sewers;
- If the proposed site condominium 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;
- Proof of Ownership**, i.e. Land Contract, Affidavit of Land Contract, Deed, etc.;
- Building Sections** showing the existing and proposed structures and improvements, including their location on the land, if applicable;

# SITE CONDOMINIUM SUBDIVISION PLAN REVIEW APPLICATION

## OVERVIEW

**What is a Site Condominium Subdivision Plan?** A site condominium subdivision plan shows a proposed condominium project based on the requirements of the Macomb Township Ordinance. The approval of the plan gives the proprietor the right to proceed with the preparation of the required engineering plans for review.

**What are the procedures for a Site Condominium Subdivision Plan?** Upon receipt of a complete application for the site plan, the Planning Department will send copies of the application to the appropriate department heads for review and recommendation. These departments will be given approximately ten (10) days for review. Results of the review shall be communicated to the applicant. The Planning Commission will hold a public hearing, at which your presence is **mandatory**, review the request. The Planning Commission has final authority to approve, approve with conditions or deny Site Condominium Subdivision Plans.



### 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. **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 and incorporated into the Preliminary Plan. Changes to the phasing plan will not be allowed unless it is part of a new application.
4. **Start of Construction.** No site improvements may be initiated, or units sold, until Final Plan has been granted.
5. **Expiration Date.** Site Condominium Subdivision Plan approval is valid for two (2) 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.
6. **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.
7. **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.
8. **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
9. **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.
10. **Site Improvements.** NO site improvements may be made or units sold at this time.
11. **Multiple or Partial Parcel Application.** 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 Preliminary Site Condominium approval until all required parcel splits and/or combinations have been executed to the Macomb Township Assessors satisfaction.

## SITE CONDOMINIUM SUBDIVISION PLAN REVIEW APPLICATION

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**APPLICATION**

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**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** \_\_\_\_\_

**SITE CONDOMINIUM SUBDIVISION PLAN REVIEW APPLICATION**

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**VERIFICATION OF RECORDED LEGAL PROPERTY**

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**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)