



MACOMB TOWNSHIP

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PLANNING DEPARTMENT

Construction of Model Homes Guide/Process

Frequently Asked Questions:

- When is the right time to apply for a Model Permit? Requests for the Construction of Model Homes may be considered when the following improvements are completed and accepted by the Township: road paving, temporary street signs, water, sanitary and storm drainage facilities.
- Is there a limit on how many Model Permits are allowed? Developments are allowed no more than four (4) homes per development, as defined by the approved Tentative Preliminary Plat or Site Condominium Subdivision Plan, regardless of phasing.

Process:

1. The developer electronically submits the Construction of Model Homes Review application to the Macomb Township Planning Department via plandropbox@macomb-mi.gov. This submittal must include:
 - Completed [application](#),
 - Completed [Agreement to Issue Building Permits for the Construction of Model Homes](#),
 - Metes and Bounds Legal Description prepared by a professional surveyor, licensed in the State of Michigan, for each model home site, and
 - Signed and sealed drawings completed by a licensed and registered professional surveyor, engineer or architect for each model home site. If parking improvements are proposed as part of this request, such improvements must be shown.

As part of the submittal, the developer must also provide payment of \$250.00 per model home requested in the form of a check. All application fees include an initial review and up to two additional review cycles. As previously noted, no more than four (4) model homes may be requested.
2. Copies of the application package are sent to the appropriate departments for a 10-day review period. Results of the reviews will be communicated to the applicant.
3. If the reviews from Step 2 require revisions, the Planning Department will notify the applicant via email, requesting a resubmittal. Once received, the revised application will be sent to the appropriate departments for another 10-day review period.
4. Once all reviews are found acceptable by the appropriate departments and recommended for approval, the Planning Department will provide the request to the Township Supervisor or their Designee for review.
5. After review, the Township Supervisor or their Designee will approve or deny the request. If it is approved, the document will be signed by the Township Supervisor or their Designee. Upon approval, the applicant may move forward with posting the bond (\$7,500.00 cash deposit or bank letter of credit for each model home site). If it is denied, the applicant will be notified that a resubmittal is needed.
6. Once the bond is posted, the Planning Department will prepare the Notice to Issue Model Construction Permit Memo to notify all appropriate parties that the applicant may apply for the appropriate permits with the Building Department.

7. The builder is now able to apply for all required permits with the Building Department. Additional fees and reviews will be necessary through the Building Department.
8. Upon completion and acceptance by the Township of all required development improvements and the Township has released the site development bond, the petitioner may request that the model home agreement be terminated and the associated bond returned. This request is made in writing to the Planning Department. This step initiates the process of the return of bond monies which is described in steps 9-11 below.
9. The Planning Department will send requests to the Building and Public Works Departments for a 10-day review period.
10. If the reviews from Step 9 identify concerns that need to be addressed, the Planning Department will notify the applicant via email, requesting a resubmittal. Once received, the revised application will be sent to the appropriate departments for another 10-day review period.
11. Once all reviews are found acceptable by the appropriate departments and recommended for approval, the Planning Department will release the bond to the applicant in the form of a check. No Certificate of Occupancy will be issued for the model homes until the bond has been released.