

# MACOMB TOWNSHIP

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54111 Broughton Road • Macomb, MI 48042  
586-992-0710 Ext. 7103 • [PlanDropBox@macomb-mi.gov](mailto:PlanDropBox@macomb-mi.gov)

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[www.macomb-mi.gov](http://www.macomb-mi.gov)



APPLICATION PACKET FOR:

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## TOWN CENTER DEVELOPMENT PLAN REVIEW

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**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](mailto:PlanDropBox@macomb-mi.gov).

# TOWN CENTER DEVELOPMENT 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](mailto: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.

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

\_\_\_\_\_ **Payment**. Please make your (non-refundable) check payable to "Macomb Township".  
Initial Payment for Town Center Development Plan Review is \$2500.00 plus \$25.00 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.

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

\_\_\_\_\_ **Town Center Development Plan(s)** drawn to scale and signed and sealed by a licensed  
Initial professional. The Town Center Development Plan must meet the requirements in [§10.2509\(B\)](#) of the Traditional Neighborhood Development (TND) Code and show the boundaries of all applicable Development Zones as further described in [§10.2503](#).

\_\_\_\_\_ **Landscape Plan** in accordance with [§10.2513](#) of the Traditional Neighborhood Development  
Initial (TND) Code. All landscape plans must be prepared, sealed and signed by a Landscape Architect registered in the State of Michigan, and shall include setback and height dimensions of all proposed structures (including signs and walls).

\_\_\_\_\_ **Notice of TND** in a form acceptable for recording with the Macomb County Register of Deeds,  
Initial notifying all future property owners that the property is in the MTC and subject to Macomb Township's ordinance for the TND area. The Notice of TND must be prepared in 10-pt. font or larger.

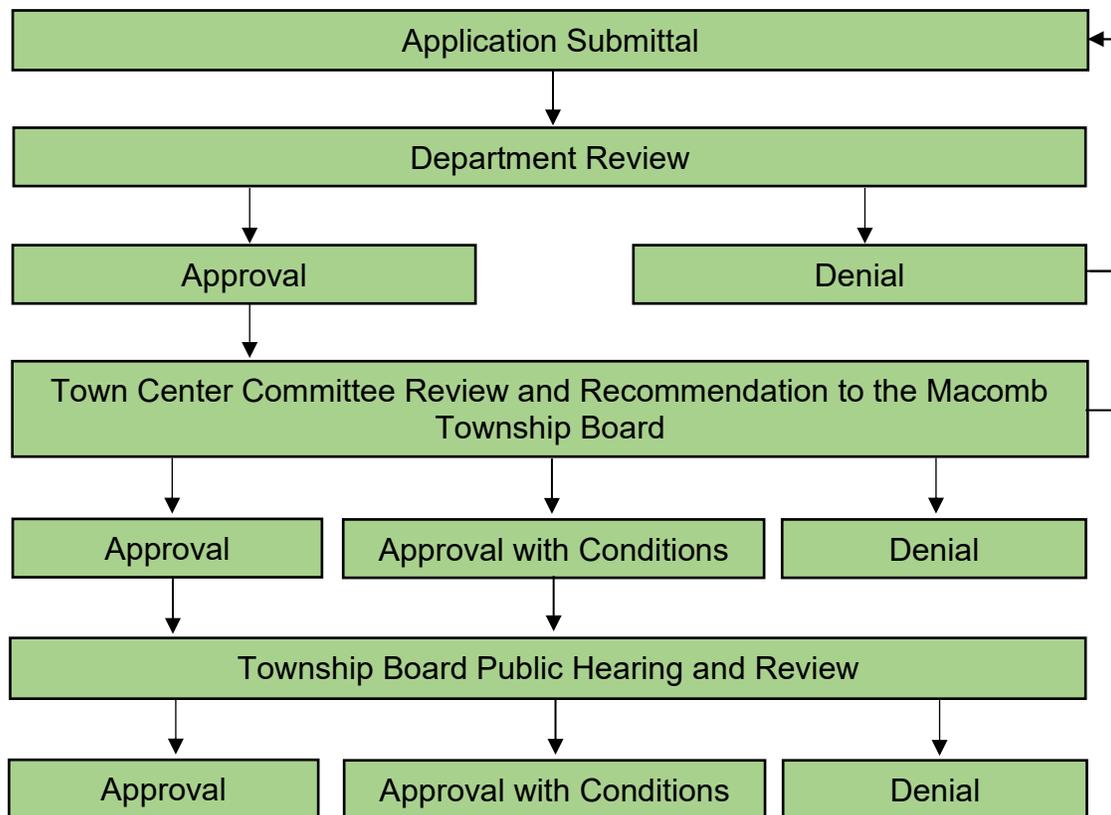
# TOWN CENTER DEVELOPMENT PLAN REVIEW APPLICATION PACKET

## OVERVIEW

**What is a Town Center Development Plan?** A Town Center Development Plan is a plan drawn to scale that indicates details of the proposed land development which will be located within the Macomb Town Center zoning district, including the site layout, positioning of buildings and structures, property access, building designs and landscaping.

**How long does Town Center Development Plan approval remain valid?** Town Center Development Plan approval is valid for two (2) years 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. 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 Town Center Development Plan?** Upon receipt of a complete application for the Town Center Development 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 meeting will be scheduled with the Town Center Committee (TCC). The TCC will review the request and make a recommendation to the Township Board. A public hearing will be held with the Township Board. The Township Board has final authority to approve or deny the Town Center Development Plan.



# TOWN CENTER DEVELOPMENT 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)

Existing Land Use \_\_\_\_\_

Legal Owner of Property \_\_\_\_\_ Phone \_\_\_\_\_  
(Print Owner's Name)

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Legal Owner Signature** \_\_\_\_\_

**TOWN CENTER DEVELOPMENT PLAN REVIEW APPLICATION PACKET**

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**VERIFICATION OF RECORDED LEGAL PROPERTY**

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Permanent Parcel No. 08 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_.

Project Name \_\_\_\_\_

Address of Parcel (if available) \_\_\_\_\_

Owner Name \_\_\_\_\_

Address of Owner \_\_\_\_\_

**LEGAL DESCRIPTION  
(INSERT HERE)**

**TOWN CENTER DEVELOPMENT 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