



**CITY OF WARREN  
PLANNING COMMISSION**

JAMES R. FOUTS, MAYOR  
ONE CITY SQUARE, STE. 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4685

# FINAL PLAN REVIEW APPLICATION

**\$800 PLUS \$50 PER ACRE OVER 5 ACRES**

Please type or print.

APPLICANT:

\_\_\_\_\_  
Name/Company Phone Fax

\_\_\_\_\_  
Address City/State/Zip

LEGAL OWNER:

\_\_\_\_\_  
Name/Company Phone Fax

\_\_\_\_\_  
Address City/State/Zip

PARCEL NUMBER: 13-\_\_\_\_\_

NUMBER OF PROPOSED  
CONDOMINIUM UNITS: \_\_\_\_\_

PROPOSED NAME OF SITE  
CONDOMINIUM SUBDIVISION: \_\_\_\_\_

LEGAL DESCRIPTION OF PARENT PARCEL: (ATTACH ADDITIONAL SHEET IF NECESSARY) \_\_\_\_\_

PURPOSE OF SITE  
CONDOMINIUM  
SUBDIVISION PLAN: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Signature of Legal Owner (if different than applicant) DATE

## PROCEDURE

**STEP 1:** Submit one (1) completed **application** and twenty (20) **site condominium subdivision plans for Final Plan Review** approval (criteria is attached).

**STEP 2:** Acreage determines the fee for subdividing property. For parent parcels up to, and including, five (5) acres, the fee is \$800.00. Add \$50.00 to the fee for each additional acre, or portion thereof. Please, make checks payable to the *City of Warren, Treasurer*.

# **SPECIFICATIONS FOR SITE CONDOMINIUM SUBDIVISION PLANS**

## **Section 4B.07 - Planning commission review.**

Pursuant to authority conferred by Section 141 of the Condominium Act, Act 59 of 1978, as amended, all site condominium subdivision plans shall require approval of the planning commission before units may be sold or site improvement initiated. The public hearing and site plan review provisions of section 22.16 shall apply where applicable. An application for site plan review shall be submitted to the planning commission. The planning commission shall follow the procedure for review of site condominiums as adopted by the planning commission in its "Rules of Procedure Standards and Policies." The review process for single family site condominiums shall consist of the following two (2) steps:

1. *Preliminary plan review.* In the preliminary review phase, the planning commission shall review the overall plan for the site including roads, streets, unit configurations and the consistency of the plans with all applicable provisions of the Zoning Ordinance. Plans submitted for preliminary review shall include information specified in items 1 through 4 of Section 4B.03 of this Ordinance.
2. *Final plan review.* Upon receipt of preliminary plan approval, the applicant shall prepare the appropriate engineering plans and apply for final review by the planning commission. Final plans shall include information as required by items 1 through 8 of Section 4B.03 of the Zoning Ordinance. Such plans shall be reviewed by the city attorney and the engineering division. Further, such plans shall be submitted for review and comment to all applicable local, county and state agencies and public utilities as may be deemed necessary by the City of Warren. Final approval shall not be granted until such time as the applicable agencies have reviewed said plans and report any findings to the planning commission.

(Ord. No. 30-862, § 2, 4-9-96)

## **Section 4B.03 - Site plan review.**

All condominium subdivision plans shall be submitted pursuant to site plan review provisions of section 22.16 of this Ordinance and Section 66 of the State of Michigan Condominium Act, Act 59 of 1978: MCL 559.101 et seq., and include the following additional information:

1. A survey of the condominium subdivision site.
2. A flood plain plan if the condominium site is within or impacted by a flood plain area. Each development shall meet or exceed the requirements of Article XXI-C Flood Hazard District.
3. A plan delineating all natural features on the site including, but not limited to, ponds, streams, lakes, drains, flood plains, wetlands and woodland areas.
4. The location, size, shape, area, width and horizontal boundaries of all condominium units. A corresponding unit number shall be included and all common areas designated. The location of all proposed units shall be specified.
5. A copy of the master deed and a copy of all restrictive covenants to be applied to the project.
6. A utility plan showing all sanitary sewer, water, and storm drainage improvements, including all easements granted to the city for installation, repair and maintenance of all utilities.
7. A street construction, paving, and maintenance plan, certified by a professional engineer, for all streets within the proposed condominium subdivision plan.
8. A storm drainage and storm water management plan, including all lines, swales, drains, basins, and other facilities.

(Ord. No. 30-862, § 2, 4-9-96)

**AFFIDAVIT OF OWNERSHIP OF LAND**

I, WE \_\_\_\_\_  
Name(s) of Person(s)  
OF \_\_\_\_\_  
Address, City, State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
THE \_\_\_\_\_ OF \_\_\_\_\_  
Title of Officer Name of Company  
BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT \_\_\_\_\_  
I/We/It  
\_\_\_\_\_/RECORDED LAND CONTRACT PURCHASER(S) \_\_\_\_/RECORDED DEEDHOLDER(S)

OF LAND FOR WHICH SUBMITTAL HAS BEEN/WILL BE MADE TO THE CITY OF WARREN, MACOMB COUNTY, MICHIGAN IN A:

PETITION FOR HEARING BY THE CITY OF WARREN PLANNING COMMISSION

FURTHER, THAT \_\_\_\_\_ \*

Name(s) of Person(s)

THE \_\_\_\_\_ OF \_\_\_\_\_ \*

Title of Officer

Name of Company

OF \_\_\_\_\_  
Address, City, State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

IS/ARE/MY/OUR DESIGNATED REPRESENTATIVE(S) IN THE PROCESSING OF SAID PETITION.

FURTHER, DEPONENT SAYS NOT.

SIGNED \_\_\_\_\_ L.S.

SIGNED \_\_\_\_\_ L.S.\*

\*Leave blank if not applicable.

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME PERSONALLY CAME \_\_\_\_\_, TO ME KNOWN TO BE THE INDIVIDUAL (S) NAMED IN AND WHO EXECUTED THE FOREGOING AFFIDAVIT, FOR THE PURPOSE AS STATED, AND ACKNOWLEDGED THAT \_\_\_\_\_ DID SO OF \_\_\_\_\_ OWN FREE WILL AND DEED.

\_\_\_\_\_  
NOTARY PUBLIC, \_\_\_\_\_ COUNTY, MICHIGAN  
MY COMMISSION EXPIRES: \_\_\_\_\_

\*\*\*\*\*

NOTICE TO OWNER

If a representative appears on your behalf, they must be informed on all pertinent data relative to your request. Failure to answer any question from the Board could result in your request being delayed or denied. IT IS THEREFORE RECOMMENDED THAT YOU appear in person.