



**CITY OF WARREN  
PLANNING COMMISSION**

JAMES R. FOUTS, MAYOR  
ONE CITY SQUARE, STE. 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# TENTATIVE PRELIMINARY PLAT APPLICATION

\$1,000 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 LOTS: \_\_\_\_\_

PROPOSED NAME OF SUBDIVISION: \_\_\_\_\_

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

PURPOSE OF SUBDIVISION: \_\_\_\_\_

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

## PROCEDURE

**STEP 1:** Submit one (1) completed **application** and forty (40) **plat plans for Tentative Preliminary Plat** 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 \$1,000.00. Add \$50.00 to the fee for each additional acre, or portion thereof. Please, make checks payable to the *City of Warren, Treasurer*.

Effective 9/29/10

# SPECIFICATIONS FOR PLAT PLAN DRAWINGS

The plat plan drawing for the preliminary plat shall contain the following criteria and be submitted in the following manner:

- 1) All concept plans must bear the seal and signature of an architect, engineer, professional surveyor, landscape architect, or community planner licensed by the State of Michigan.
- 2) Plans shall have a minimum scale of one (1") inch equals one hundred (100') feet and shall indicate a north bearing.
- 3) Name of and acreage contained within the proposed subdivision.
- 4) Name, address and phone number of the petitioner, owner, and engineer, land surveyor, architect, or planner who prepared the preliminary plat and the date of preparation.
- 5) Location of the subdivision, the numbers of section, town and range, and the city and county.
- 6) All lots and out lots shall be described as follows:
  - Number all lots consecutively.
  - Show total number of lots.
  - Letter all out lots consecutively.
  - Show total number of out lots.
  - Label the length of each lot line;
  - Show the width of each lot;
  - Show building setback lines;
  - Location(s) of any existing easement(s)
  - Superimpose topographical mapping
- 7) The petitioner shall provide a topographical survey of the proposed subdivision and all property within two hundred fifty (250') feet of its boundaries. Elevations shall be given at all points where property lines change course or at intervals of not more than one hundred (100') feet. Contour lines shall be at one (1') foot intervals except where the intervals should be increased for clarity.
- 8) The street layout of the proposed plat shall indicate
  - a) Proposed connections with existing or future streets.
  - b) Width and location of public walkways.
  - c) Rights-of-way and easements, showing location, width and purpose.
- 9) Any land proposed to be acquired, reserved, or dedicated for public use and/or the use of property owners in the subdivision shall be designated.
- 10) All land within the boundaries of the plat shall be shown thereon in such manner that title to that land may be clearly established whether it is dedicated to public use (for parks, playgrounds, schools or other public uses) or reserved for any non-public use exclusive of single-family dwellings.
- 11) The exterior boundaries of the subdivision shall correctly show the area within the existing right-of-way of abutting streets, county roads, or state trunk line highways.
- 12) When any part of this land lies within or abuts a flood plain area, as established by Ordinance of the City of Warren, the plat shall delineate that flood plain area.
- 13) All lots must meet the requirements of the Zoning Ordinance for the minimum lot width, depth, and corner lot dimensions within the applicable single-family residential zoning district.

**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: \_\_\_\_\_

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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.