



**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

# SUBDIVISION PRELIMINARY FINAL PLAT APPLICATION

**\$1,500 PLUS \$50 PER ACRE OVER 5 ACRES (fee rounds up)**

(Application Effective) (Fee Effective 8-10-21)

PLEASE TYPE OR PRINT

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

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

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

PARCEL P.I.N.: 12 - 13- NUMBER OF PROPOSED LOTS:       
(Add an additional sheet if needed)

LEGAL OWNER: \_\_\_\_\_  
**(PRINT)**                      Name/Company                      Phone                      Email or Fax

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

PROFESSIONAL: \_\_\_\_\_  
(MUST BE LICENSED IN Name/Company                      Phone                      Email or Fax  
PRINT)

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

APPLICANT: \_\_\_\_\_  
**(PRINT)**                      Name/Company                      Phone                      Email or Fax

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

\_\_\_\_\_  
Signature of Legal Owner (Attached AFFIDAVID OF OWNERSHIP must be completed)                      Date

\_\_\_\_\_  
Signature of Professional (Site Plan Preparer)                      Date

\_\_\_\_\_  
Signature of Applicant (Representative for Development)                      Date

# SUBDIVISION PRELIMINARY PLAT REVIEW AND FINAL PLAT REVIEW CHECK OFF LIST

**As you the representative complete these items, you need to check them off. We will not accept packets without all items checked and done.**

- Application shall be completed, signed and dated.
- Affidavit shall be completed, signed and notarized.
- The property owner shall be listed on the application and affidavit. If it is a business or LLC we need a contact name. If there is more than one owner, we need an affidavit for each one.
- Submit all phone numbers, fax or emails for contacts for communication purposes.
- Submit twenty (20) copies of plat plans for Tentative Preliminary Plat that are signed and sealed by an Architect, Engineer, Land Surveyor or A. I. C. P. Planner and an electronic copy (by USB or email to [dcrabtree@cityofwarren.org](mailto:dcrabtree@cityofwarren.org)).
- Submit two (2) copies of surveys, signed and sealed by a Land Surveyor.
- A letter of intent.
- Submit the square footage of what the project is (not entire property).
- A legal description is provided on the plat plan and electronically in word format.
- A Site Data Chart is provided on the plat plan.
- A Location Map is provided on the plat plan.
- Submit the estimated cost of the project.
- If the property has any delinquent taxes, your packet will not be accepted.**

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
(must have signature or will not accept package)

## **Employee Only – Please Initial:**

1. Verify all items completed.
2. Make copy of check.
3. Let applicant know date of Planning Commission Meeting.
4. Stamp application and at least one sheet of plan.
5. Put brief description on agenda immediately.





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# Final Preliminary Plat Procedure

**STEP 1:** Submit one (1) completed **application** and twenty (20) **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 \$1,500.00. Add \$50 to the fee for each additional acre or portion thereof. Please make checks payable to the City of Warren, Treasurer.

**STEP 3:** City of Warren Subdivision Regulations Section 35-24 of the Code of Ordinances shall be followed.

- a) The Planning Department shall provide a written report of findings and recommendations to the Public Service Director. The Director upon review of the final preliminary plat that the plat meets all requirements shall forward the Final Preliminary Plat to City Council.
- b) **City Council again does what was done before.**

**STEP 4:** City of Warren Subdivision Regulations Section 35-25 Final Plat.

The procedure for preparation and review of the final plat shall be as follows:

1) Requirements:

- a) The final plat shall comply with the provisions of the Subdivision Control Act.
- b) The final plat shall conform to the preliminary plat (stage 2) as approved, shall constitute only that portion of the approved preliminary plat which the sub divider proposed to record and develop at the time; provided however, that such conforms to this chapter.
- c) A written application for approval and the filing and recording fee required by Section 241 of the Subdivision Control Act shall accompany all final plats.

2) Filing and review:

- a) One (1) Mylar and not less than twenty-five (25) copies of the final plat shall be filed with the City Clerk and the sub-divider shall deposit such sums of money as are required by this chapter or any other ordinance of the City with the City Treasurer.
- b) The final plat shall be reviewed by the Director of Public Service as to compliance with the approved preliminary plat and plans for utilities and other improvements.
- c) The Director of Public Service shall notify the City Council of their recommendations for approval or rejection of the final plat.

3) Final approval:

- a) The City Council shall consider and review the final plat at its next meeting within twenty (20) days from the date of submission to the City Clerk.
- b) If the final plat meets all requirements, the City Council shall prepare a resolution of approval of the final plat and authorize the City Clerk to sign the plat on behalf of the City.
- c) If the final plat does not meet all requirements, the City Council shall reject the plat and specify the reasons for rejection.
- d) Upon the approval of the final plat by the City Council the subsequent approvals shall follow the procedure set forth in the Subdivision Control Act. The mylar copy shall be forwarded to the Clerk of the County Plat Board.

Plat means a map or chart of a subdivision of land drawn in accordance with this chapter

- 1) Pre-preliminary plat means a map drawn to scale, showing the existing features of a site and its surroundings and the general layout of a proposed subdivision prepared in conformance with Section 35-22 – Pre Application Review.
- 2) Preliminary plat means a map showing the salient features of a proposed subdivision of land submitted to an approving authority for purposes of preliminary consideration prepared in conformance with the Subdivision control Act and Sections 35-23 and 35-24.
- 3) Final plat means a map of all or part of a subdivision prepared and the accuracy certified by a registered civil engineer or professional surveyor in accordance with the requirement of the Subdivision Control Act and Section 35-25 and suitable for recording.

Sketch plan - see "preliminary plat."

Street means a public way or right-of-way dedicated to public use, which provides vehicular and pedestrian access to adjacent properties, whether designated as a street, highway, thoroughfare, parkway, road, avenue, lane or however otherwise designated, and includes the land between right-of-way lines whether improved or unimproved and may comprise pavement, shoulders, curbs and gutters, sidewalks, parking areas, lawn areas and other areas within the right-of-way lines. The following are included:

- 1) Collector street means a street intended primarily to gather traffic from minor streets and carry it to major streets.
- 2) Cul-de-sac means a short minor street, having one (1) end open to traffic and being permanently terminated at the other end by a vehicular turn around.
- 3) Expressway means those streets designed for high speed, high volume traffic, with full or limited access, some grade crossings and limited driveway connections.
- 4) Freeway means those streets designed for high speed, high volume through traffic with completely controlled access, no grade crossings and no private driveway connections.

- 5) Industrial street means a street serving or intended to serve lots of parcels of land platted or to be developed for industrial use or as an industrial subdivision.
- 6) Major thoroughfare means an arterial street of great continuity which is intended to serve as a large volume traffic way for both the immediate area and region beyond, and may be designated in the master road plan as a major thoroughfare.
- 7) Marginal access street means a minor street parallel and adjacent to a major thoroughfare and which provides access to abutting properties and protection from through traffic.
- 8) Minor street means a street supplementary to a secondary thoroughfare and intended to serve primarily the local needs of the neighborhood and of limited continuity used primarily as access to abutting residential properties.
- 9) Public walkway means a public right-of-way dedicated for the purpose of a pedestrian access to residential areas, and located so as to connect to two (2) or more streets, or a street and parcel of land, or other open space.

Subdivide or subdivision means the partitioning or splitting of a parcel or tract of land by the proprietor that results in one (1) or more parcels of less than forty (40) acres or the equivalent, and that is not exempted from the platting requirements under section 108 and 109 of the Land Division Act.

The Land Division Act, MCL 560.101 et seq., does not require subdivision for a property transfer between two (2) or more adjacent parcels where the property taken from one (1) parcel is added to the adjacent parcel, however, such property transfer shall be reviewed pursuant to Section 35-27 to determine whether the resulting parcels are in conformity with the Code of Ordinances. Any resulting parcel shall not be considered a building site unless the parcel conforms to all requirements of the Code of Ordinances.

Sub-divider means a person or persons, firm, corporation, association, partnership, trust or any legal combination of them or any other legal entity proceeding under this chapter to affect a division or subdivision of land under this chapter. The word "sub-divider" shall include the word "proprietor."

Subdivision Control Act means Act 288 of Public Acts of 1967 (MCL 560.101 et seq.), as amended, and retitled the Land Division Act, Public Act 591 of 1996.

Topographical survey map means a map indicating all the dimensions, physical characteristics, and if requested, contour lines at sufficient intervals to permit determination of existing and proposed grades and drainage.

Tract means two (2) or more parcels that share a common property line and are under the same ownership.

#### Section 35-4. – Variances.

- a) Where in the case of a particular proposed subdivision, it can be shown that strict compliance with the requirements of this chapter would result in extraordinary hardship to the sub-divider because of unusual topography, or other such not self-inflicted condition, or that these conditions would result in inhibiting the achievement of the objectives of this chapter, the planning commission may vary, modify or waive the requirements so that

substantial justice may be done and the public interest secured; provided, that any such variance, modification or waiver will not have the effect of nullifying the intent and purpose of this chapter and the master plan for the city.

- b) In no case shall any variation, modification or waiver be more than a minimum easing of the requirements and in no instance shall it have the effect of reducing the traffic capacity of any street (below that shown of the master plan for the city) or be in conflict with any existing zoning regulations.
- c) Such variances, modifications and waivers may be granted only by the affirmative vote of two-thirds of all members of the planning commission.
- d) In granting variances, modifications and waivers, the planning commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so affected.

Section 35-21. – Pre-application investigation.

- a) Prior to the preparation of a preliminary plat, the sub-divider may meet informally with the Planning Department and other city agencies concerned to investigate the procedures and standards of the City.
- b) The sub-divider shall familiarize himself or herself with the zoning ordinance, subdivision regulations, engineering specifications and other similar ordinances or controls relative to the subdivision and improvements of land, so as to make himself or herself aware of the requirements of the City.
- c) The sub-divider shall review the area zoning for the proposed subdivision to determine if it is properly zoned for the intended use.
- d) The sub-divider shall complete an investigation of existing schools and of public open spaces including parks and playgrounds to serve the proposed subdivision.
- e) The sub-divider shall investigate the relationship of the proposed subdivision with respect to the master thoroughfare plan.
- f) The sub-divider shall investigate the standards for sewage disposal, water supply and drainage of the city and county, and the health standards of the county and the state.
- g) The sub-divider shall review the Subdivision Control Act, and the requirements of those state and county agencies which are required by such public act to review and approve the plat.

Section 35-22. – Pre-application review (sometimes done).

- a) The pre-application layout, if submitted, shall consist of the following:
  - 1) General layout of streets, blocks and lots in sketch form;
  - 2) Existing conditions and characteristics of the land and adjacent to the site;
  - 3) Any general area set aside for schools, parks and other community facilities.

b) Procedure:

- 1) The sub-divider shall submit ten (10) copies of the pre-application layout to the county plat coordinating committee for their preliminary review and present evidence of having done so with the city planning department.
- 2) The sub-divider shall submit twelve (12) copies of the pre-application layout to the Planning Department.
- 3) The Planning Department will review the plan with the sub-divider or his or her agent. The review shall consist of examining the following:
  - a) Major thoroughfares in the area;
  - b) Utility systems available to service the platted areas;
  - c) Adjacent land use;
  - d) Unusual development problems;
  - e) Topography;
  - f) Existing zoning;
  - g) Adequacy of existing schools and public open space;
  - h) Availability and feasibility of providing city services;
  - i) Conformance to the master plan;
  - j) Application ordinance provisions;
  - k) Environmental effects.
- 4) The Planning Department shall review the proposed subdivision and:
  - a) Stipulate the necessary changes that would make the plat acceptable for processing;
  - b) Notify the proprietor of the results of the pre-application review.
- 5) The sub-divider shall submit to the county plat coordinating committee seven (7) copies for their preliminary review and present evidence of having done so with the Planning Department.

**Section 35-23. – Application, review and tentative approval of preliminary plat.**

- a) Procedure. The sub-divider shall submit to the city clerk not less than thirty (30) copies of the preliminary plat and location map, together with a written application in triplicate and other data required by this chapter.



- b) Submittal. The following shall be shown on the preliminary plat or submitted with it:
- 1) Statement of intended use of the proposed plat, such as residential single-family, two family and multiple housing, commercial, industrial or recreational;
  - 2) Proposed sites, if any, for multifamily dwellings, shopping centers, churches, industry and other nonpublic uses exclusive of single-family dwellings;
  - 3) Any sites proposed for parks, playgrounds, schools or other public uses.
- c) Fees. The application shall be accompanied by a check for five hundred dollars (\$500.00) for the first five (5) acres or portion thereof plus twenty-five dollars (\$25.00) for each additional one (1) acre or portion thereof as required in accordance with this chapter and as approved by City Council resolution.
- d) Preliminary plat. The preliminary plat, with a topographical map superimposed at the same scale, shall contain the following information and shall be drawn up and submitted in the following manner:
- 1) Scale of map (minimum scale one (1) inch equals one hundred (100) feet);
  - 2) Name of and acreage contained within the proposed subdivision;
  - 3) Name, address and phone number of sub-divider, proprietor, owner, engineer, land surveyor, designer or planner who prepared the preliminary plat;
  - 4) Location of the subdivision, giving the numbers of section, town and range, and the name of the city and county;
  - 5) Date of preparation, scale and north point;
  - 6) Lots and out lots shall be known as follows:
    - a) All lots to be numbered consecutively;
    - b) Total number of lots to be shown;
    - c) All out lots to be lettered alphabetically;
    - d) Total number of out lots to be shown;
    - e) The length of each lot line;
    - f) Width of each lot;
    - g) Building setback lines;
    - h) Width and location of any known existing easement.
  - 7) Existing elevations around the perimeter of the property to be subdivided to a point two hundred fifty (250) feet outside the perimeter. The elevations shall be given at all points or locations where property lines change course or at intervals of not more than

one hundred (100) feet. Contour lines shall be shown at one (1) foot intervals except where the topography is such that the intervals except where the topography is such that the interval should be increased for clarity, in which case contours shall be shown at two (2) foot or five (5) foot intervals as determined by the city engineer;

- 8) The proposed street layout shall be shown indicating:
    - a) Width of the right-of-way;
    - b) Proposed connections with existing or future streets;
    - c) Width and location of public walkways;
    - d) Rights-of-way and easements, showing location, width and purpose.
  - 9) Designation of any land proposed to be acquired, reserved or dedicated for public use and/or the use of property owners in the subdivision;
  - 10) All land within the boundaries of the plat shall be shown thereon in such a manner that title to the area may be clearly established as to whether dedicated to public use or reserved to private use;
  - 11) The exterior boundaries of the subdivision shall include and correctly show the area within the existing right-of-way of any abutting street, county road or state trunk line highway, if such area has not previously been dedicated to public use and if it is the proprietor's land;
  - 12) When any part of this land lies within or abuts a flood plain area, the plat shall include the following:
    - a) The flood plain, as established by ordinance of the city, shall be shown within a contour line;
    - b) The flood plain area shall be clearly labeled on the plat.
- e) Review of preliminary plat (step 1):
- 1) Upon being furnished with all the required information and data, the preliminary plat and location map shall be referred to the appropriate city departments, the appropriate local school districts, Michigan Bell, Detroit Edison, Consumers Power, Comcast Cablevision of Warren, and any other governmental board, agency or authority the City deems has an interest or concern in the plat for their review and recommendations.
  - 2) Following review of the preliminary plat by the above, it shall be forwarded to the Planning Department with written comments and recommendations by the reviewing party.

f) Review of preliminary plat (step 2):

- 1) The Planning Department shall also incorporate into its review the reports filed by the various city departments other governmental authorities and utility companies as provided for in subsection (e)(1). In addition, the planning department shall incorporate the findings and reports from the county plat coordinating committee.
  - 2) The Planning Department shall prepare a report of its findings and recommendations based on the above review and shall submit same to the planning commission at the time of the hearing before the planning commission.
- g) Notice of hearing. The planning commission shall hold a hearing on the proposed plat and notice of the hearing shall be sent to the name and address shown on the plat by **registered or certified mail**; the notice shall inform of the time and place of the meeting of the planning commission which will consider the plat; the notice shall be sent not less than five (5) days before the date fixed therefor. Similar notice shall be mailed to owners of land immediately adjoining the platted land, as their names appear on the tax records of the City or County. A notice of hearing shall be sent to Michigan Bell, Detroit Edison, Consumers Power Company and any other affected public utility company.
- h) Tentative approval of preliminary plat by planning commission. Following the receipt and review of all comments and recommendations and following the hearing on the plat, the Planning Commission shall, if it finds that all conditions have been met, recommend tentative approval of the preliminary plat and record same on the plat in its minutes; or recommend disapproval of the proposed plat with reasons for such disapproval to be recorded in the minutes of the Planning Commission meeting, and forward the same with a letter advising of the approval or disapproval and the reasons therefor to the City Council and the sub-divider. The Planning Commission shall forward its recommendations to the City Council within fifty-six (56) days after submittal of the application to the city clerk.
- i) Tentative approval of preliminary plat by city council. The City Council, within ninety (90) days from the date of filing of application, shall tentatively approve the proposed plat and date its approval on the plat which is to be returned to the developer; or set forth in writing its reasons for rejection and requirements for tentative approval. The ninety-day period may be extended if the applicant consents.
- j) Conditions and duration of tentative approval. Tentative approval of the preliminary plat shall confer upon the proprietor for a period of one (1) year from date approval of lot sizes, lot orientation and street layout. Such tentative approval may be extended if applied for by the proprietor and granted by the City Council.

Section 35-24. – Final approval of preliminary plat.

- a) Distribution to authorities. The sub-divider shall submit an approved tentative preliminary plat to the various authorities as required by Sections 112 through 119 of the Subdivision Control Act.
- b) List of authorities. The sub-divider shall file with the director of public service a list of all authorities to whom validated copies of the preliminary plat have been distributed.

c) Submittal to the City Clerk:

- 1) When the sub-divider has secured the approval of the various approving authorities as required by Sections 112 and 119 of the Subdivision Control Act he or she shall deliver all copies plus not less than twenty (20) copies of the proposed final preliminary plat to the City Clerk.
- 2) A certificate signed by a registered engineer or surveyor certifying that all proposed lots conform to the minimum requirements for the particular zoning district as set forth in the zoning ordinance shall accompany the submittal.
- 3) The application shall be accompanied by a check for five hundred dollars (\$500.00) for the first five (5) acres or portion thereof plus twenty-five dollars (\$25.00) for each additional one (1) acre or portion thereof as required in accordance with this chapter and as approved by City Council resolution.

d) Review and final approval of preliminary plat:

- 1) The preliminary plat shall be reviewed by the director of public service in order that the director shall make written comments to the city council regarding the preliminary plat.
- 2) The Planning Department shall also review the preliminary plat and prepare a written report for the director of public service relative to how the plat conforms with the approved tentative plat with respect to street layout and lot orientation.
- 3) If the preliminary plat does not meet all requirements the director of public service shall notify the sub-divider by letter of what specific requirements have not been met and the information necessary to meet requirements for approval and the date for resubmission of required information.
- 4) When the preliminary plat meets all requirements laid down for tentative approval and the certifications required by Sections 112 through 119 of the Subdivision Control Act have been verified the director of public service shall forward the preliminary plat to the City Council.

e) Final approval of the preliminary plat by City Council:

- 1) The City Council shall consider and review the preliminary plat at its next meeting, or within twenty (20) days from the date of verified compliance with all conditions of tentative approval of preliminary plat.
- 2) The City Council shall give final approval of the preliminary plat, if the proprietor has met all conditions laid down for approval of the plat, or reject the plat and advise the proprietor of the reasons for the rejection.
- 3) The City Council shall instruct the city clerk to promptly notify the proprietor of approval of rejection in writing.
- 4) The City Council shall instruct the City Clerk to note all proceedings in the minutes of the meeting, which minutes shall be open for inspection.

- 5) The twenty-day period for consideration by the city council may be extended if the applicant consents.
- f) Conditions and duration of approval of preliminary plat:
- 1) Approval of a preliminary plat shall not constitute approval of the final plat, but rather, that final plat approval shall be conditional on all requirements being met.
  - 2) Final approval of the preliminary plat shall be effective for a period of two (2) years from the date of approval by the City Council, but may be extended for periods not to exceed one (1) year, if applied for by the sub-divider in writing and granted in writing by the City Council.
  - 3) No installation or construction of any improvements shall be made before the final approval of the preliminary plat by the city council, final approval of engineering plans by the city engineer and payment of all fees to the City Treasurer as required under the provisions of this chapter.
- g) Final engineering plans review fee schedule. All final plat fees shall be determined by the Director of Public Service and collection of same verified by the Director of Public Service and collection of same verified by the Director of Public Service. All fees shall be established by council resolution and collected in advance of the installation or construction of any improvements.



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# Specifications for Preliminary Plat Plan Drawings

## City of Warren Subdivision Regulations Section 35-23 of the Code of Ordinances:

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 applicant, 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 applicant 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 (1ft.) foot intervals except where the intervals should be increased for clarity.
8. The street layout of the proposed plat shall indicate:
  - a) Width of right of way(s).
  - b) Proposed connections with existing or future streets.
  - c) Width and location of public walkways.
  - d) 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.