



**CITY OF WARREN
PLANNING COMMISSION**

LORI M. STONE, MAYOR
ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283

PHONE: (586) 574-4687 FAX: (586) 574-4685

SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW APPLICATION

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

(Application Effective 1-16-24)

(Fee Effective 8-10-21)

(PLEASE TYPE OR PRINT)

PURPOSE OF SITE CONDOMINIUM SUBDIVISION PLAN:

PROPOSED NAME OF SITE CONDOMINIUM SUBDIVISION _____

PARCEL P.I.N.: 12-13-_____ NUMBER OF PROPOSED CONDOMINIUM UNITS: _____
(Attach additional sheets if needed)

LEGAL OWNER:

(PRINT)

Name/Company

Phone

Email or Fax

Address

City/State/Zip

PROFESSIONAL:

(MUST BE LICENSED IN
STATE OF MICHIGAN)
(PRINT)

Name/Company

Phone

Email or Fax

Address

City/State/Zip

APPLICANT:

(PRINT)

Name/Company

Phone

Email or Fax

Address

City/State/Zip

Signature of Legal Owner (Attached AFFIDAVIT OF OWNERSHIP must be completed)

Date

Signature of Professional (Site Plan Preparer)

Date

Signature of Applicant (Representative for Development)

Date

PROCEDURE:

STEP 1: Submit one (1) completed application and twenty (20) site condominium subdivision plans for Preliminary 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 \$1,500.00. Add \$50.00 to the fee for each additional acre, or portion thereof. Please, make checks payable to the *City of Warren, Treasurer*.

SITE CONDOMINIUM PRELIMINARY PLAN AND FINAL PLAN 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 site condominium subdivision plans 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 sheydel@cityofwarren.org or staylor@cityofwarren.org). USB is preferred.
- ☐ Submit two (2) copies of surveys, signed and sealed by a Land Surveyor.
- ☐ Submit a flood plain plan if within a flood plain area, a plan delineating all natural features, a utility plan, a street construction, paving and maintenance plan and a storm draining plan.
- ☐ A letter of intent (purpose).
- ☐ A copy of the master deed and a copy of all restrictive covenants to be applied to project.
- ☐ Submit the square footage of what the project is (not entire property).
- ☐ A legal description is provided on the site plan and electronically in word format.
- ☐ A Site Data Chart is provided on the site plan.
- ☐ A Location Map is provided on the site 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.



AFFIDAVIT OF OWNERSHIP OF LAND

I, WE _____
Name(s) of Owner(s)

OF _____
Address, City, State Zip Telephone Email

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 Applicant(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.

SIGNED _____

SIGNED _____

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, THE REPRESENTATIVE/APPLICANT SHALL CONTACT THE PLANNING DEPARTMENT BY LETTER OR EMAIL AND MAKE THEMSELVES KNOWN. FAILURE TO ANSWER ANY QUESTION FROM THE COMMISSION MAY RESULT IN YOUR REQUEST BEING TABLED OR DENIED. IT IS RECOMMENDED THAT YOU APPEAR IN PERSON.

SPECIFICATIONS FOR SITE CONDOMINIUM SUBDIVISION PRELIMINARY 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."

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.

(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.

(Ord. No. 30-862, § 2, 4-9-96)