



**CITY OF WARREN
PLANNING COMMISSION**

LORI M. STONE, MAYOR
ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283
PHONE: (586) 574-4687 FAX: (586) 574-4645

SUBDIVISION PRELIMINARY PLAT APPLICATION

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

Application Effective 1-16-24 (Fee Effective)

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: _____
(Attach an additional sheet if necessary)

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

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 sheydel@cityofwarren.org). USB is preferred.
- ☐ Submit two (2) copies of surveys, signed and sealed by a Land Surveyor.
- ☐ A letter of intent.
- ☐ Submit the acreage 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.



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.



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Tentative 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:** Review and provide all information provided in the "Specifications for Preliminary Plat Plan Drawings" pages.
- STEP 4:** The Planning Department provides plans for review to various City Departments and Divisions and to effected utility companies.
- STEP 5:** The Planning Department shall provide findings and recommendations to the Planning Commission. A public hearing is held with notice to the surrounding owners of land. The Planning Commission shall make a recommendation to City Council.
- STEP 6:** The City Council shall consider tentative approval the proposed preliminary plat and return to the developer within ninety (90) days of filing of the application. The City Council shall confer upon the applicant a period of one (1) year from the date of approval. The period may be extended if necessary.
- STEP 7:** The applicant shall prepare for and submit for the preliminary final plat approval (see application for Subdivision Preliminary Final Plat).



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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.