



**CITY OF WARREN  
PLANNING COMMISSION**

ONE CITY SQUARE, SUITE 315  
WARREN, MICHIGAN 48093-5283

CONTACT THE PLANNING DEPARTMENT  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# MINOR OR MAJOR AMENDMENT APPLICATION

- MINOR AMENDMENT TO SITE PLAN**
    - \$500
  - MINOR AMENDMENT TO PUD  
(PLANNED UNIT DEVELOPMENT)**
    - \$500
  - MAJOR AMENDMENT TO PUD  
(PLANNED UNIT DEVELOPMENT)**
    - \$750 up to 5,000 square feet  
+ \$20 per additional 1,000 square feet (fee rounds up)
- (Application effective 3-31-26) (Fees effective 3-25-25)

**PLEASE TYPE OR PRINT LEGIBLY**

DESCRIPTION OF PROPOSED DEVELOPMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZONING: \_\_\_\_\_ SQUARE FOOTAGE OF PROJECT: \_\_\_\_\_

PARCEL P.I.N.: 12-13- \_\_\_\_\_ ESTIMATED COST OF PROJECT: \$ \_\_\_\_\_  
*Attach additional sheet(s) if more than one address/parcel Estimated cost of site improvements*

LEGAL OWNER: \_\_\_\_\_  
(PRINT) Company Name & Individual Name Phone Email

Address City/State/Zip

PROFESSIONAL\*: \_\_\_\_\_  
(PRINT) Company Name & Individual Name Phone Email

*\*Licensed by the State of Michigan*

Address City/State/Zip

APPLICANT: \_\_\_\_\_  
(PRINT) Company Name & Individual Name Phone Email

Address City/State/Zip

Signature of Legal Owner (Attached AFFIDAVIT OF OWNERSHIP OF LAND shall be completed) \_\_\_\_\_ Date \_\_\_\_\_

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

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

**In order to be considered for a place on a Planning Commission meeting agenda, ALL applications shall be submitted to the Planning Department in person. Any applications that are received via mail, without the applicant or an authorized representative present, will not be processed or placed on an agenda until the applicant or representative is present.**

# MINOR OR MAJOR AMENDMENT CHECK OFF LIST

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

- The completed application shall be signed and dated by the legal property owner, professional, and applicant.
- The completed Affidavit of Ownership of Land shall be signed by the legal property owner and applicant; both signatures shall be notarized. If there is more than one owner, a separate affidavit is required for each owner. The original affidavit(s) shall be submitted to the Planning Department.
- The legal property owner shall be listed on the application and Affidavit of Ownership of Land. If the owner is a business or LLC, an individual contact name is required in addition to the company name.
- If the legal property owner is a business or LLC, documentation shall be submitted confirming the individual signing the application packet is authorized to do so.
- The Additional Authorized Contact(s) form shall be completed and signed only if someone other than the owner, professional, or applicant is being authorized as an additional contact on the project.
- Submit a check payable to the *City of Warren* for the applicable fee as stated on the application.
- Submit an original signed Letter of Intent containing a detailed description of the project (what you plan to do, why it matters, etc.).
- Submit twenty (20) individual copies of site plans that are signed and sealed by a professional Architect, Engineer, Land Surveyor, or Landscape Architect licensed by the State of Michigan, or an AICP Planner. The professional listed on the application shall match the signature and seal on the site plans.
- Submit two (2) individual copies of property surveys that are signed, sealed, and certified by a professional Land Surveyor licensed by the State of Michigan.
- Submit, if applicable to the project, fifteen (15) individual copies of landscape plans, fifteen (15) individual copies of building elevation plans, two (2) individual copies of floor plans, and two (2) individual copies of lighting (photometric) plans.
- **Please provide the exact number of plans listed above. If you submit multiple sets of plans that are not needed, the Planning Department may not accept your application packet.**
- Submit a USB Flash Drive containing the property legal description in Microsoft Word format, along with an electronic PDF version of all submitted plans.
- Provide the square footage of the project (not the entire property) on the application.
- Provide the estimated cost of the project on the application.
- Provide the property legal description on the site plan.
- Provide a site data chart on the site plan.
- Provide a location map on the site plan.
- **NOTE: If the property has any delinquent taxes, your application packet will not be accepted.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature required or the application packet will not be accepted)

**Employee Only (please initial):** \_\_\_\_\_

- Verify all items have been completed and checked off.
- Verify ownership listed on the application documents matches BS&A.
- Stamp the application and all plans as received.
- Let the applicant know the Planning Commission meeting date.
- Make a copy of the check.
- Put a brief description on the agenda.



**AFFIDAVIT OF OWNERSHIP OF LAND**

I, \_\_\_\_\_,  
Name of Individual (Owner)

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title (President, VP, Member, etc.) Name of Company (Owner)

\_\_\_\_\_  
Address City/State/Zip Telephone Email

BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT \_\_\_\_\_  
Name of Company (Owner)

\_\_\_\_\_ RECORDED DEED HOLDER or \_\_\_\_\_ RECORDED LAND CONTRACT PURCHASER (*check one*)  
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 of Individual (Applicant)

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title (President, VP, Member, etc.) Name of Company (Applicant)

\_\_\_\_\_  
Address City/State/Zip Telephone Email

IS MY DESIGNATED REPRESENTATIVE IN THE PROCESSING OF SAID PETITION.

SIGNED \_\_\_\_\_  
Signature of Owner

SIGNED \_\_\_\_\_  
Signature of Applicant

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

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

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

**NOTICE TO OWNER**

**THE OWNER, APPLICANT, AND/OR PROFESSIONAL SHALL APPEAR IN FRONT OF THE PLANNING  
COMMISSION IN PERSON. FAILURE TO ANSWER ANY QUESTIONS FROM THE COMMISSION MAY  
RESULT IN YOUR REQUEST BEING POSTPONED OR DENIED. IF ANOTHER PERSON APPEARS ON  
YOUR BEHALF, THE APPLICANT SHALL CONTACT THE PLANNING DEPARTMENT AND PROVIDE AN  
EMAIL OR LETTER CONTAINING CONTACT INFORMATION FOR THE ADDITIONAL REPRESENTATIVE.**



**ADDITIONAL AUTHORIZED CONTACT(S)**

*NOTE: This form only needs to be completed and signed if someone other than the owner, professional, or applicant is being authorized as an additional contact on the project.*

Date: \_\_\_\_\_

RE: Address: \_\_\_\_\_  
Brief project description: \_\_\_\_\_  
\_\_\_\_\_

To whom it may concern:

I, \_\_\_\_\_ (*applicant*), the \_\_\_\_\_ (*title*)  
of \_\_\_\_\_ (*company name*), do hereby authorize  
the following person/people to act as an additional contact(s) for the above-referenced project:

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_

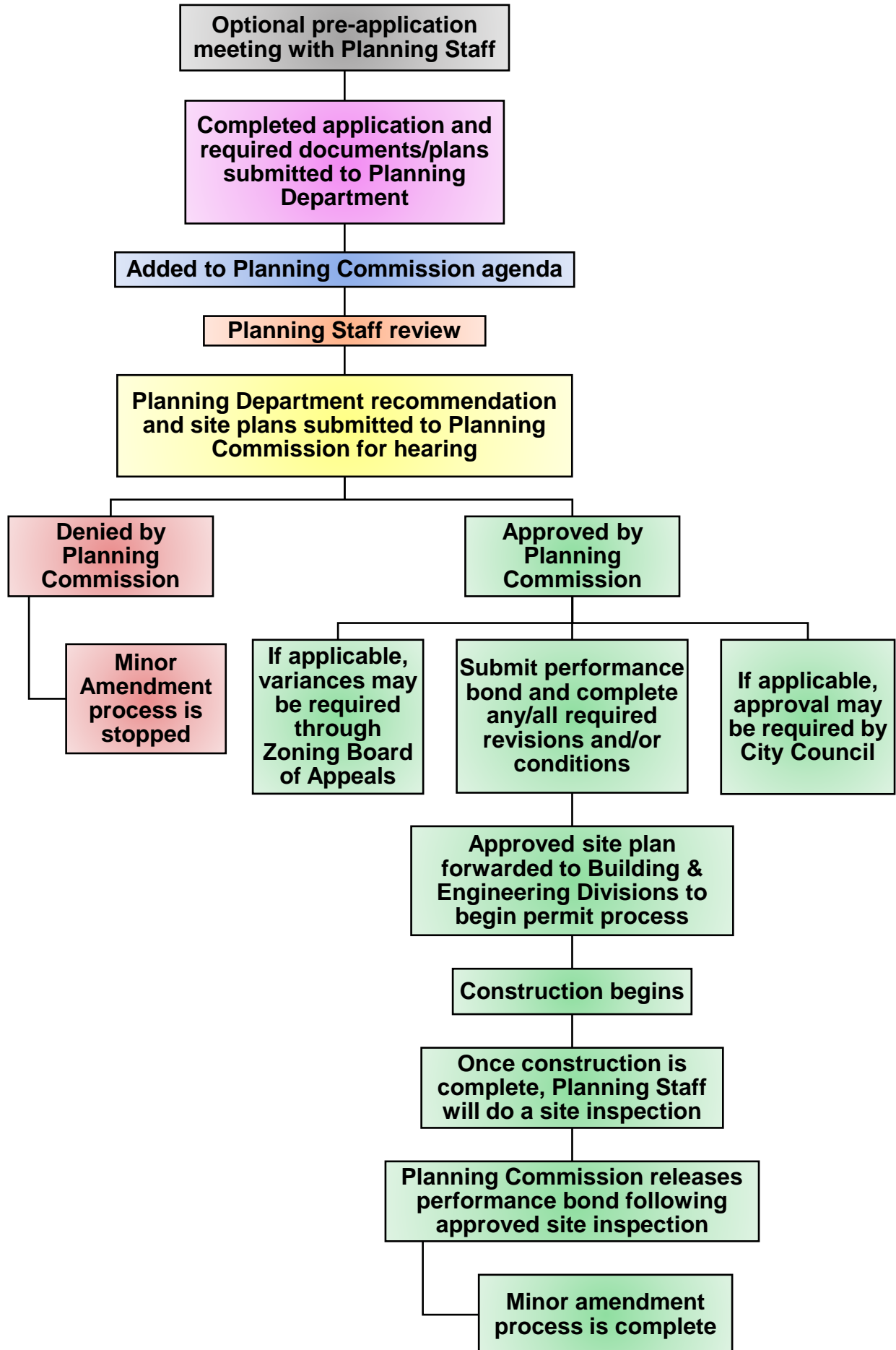
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

If you need any additional information, I can be reached by phone at \_\_\_\_\_ or  
email at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature of Applicant

# MINOR AMENDMENT APPROVAL PROCESS





**CITY OF WARREN  
PLANNING COMMISSION**

ONE CITY SQUARE, SUITE 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# Minor or Major Amendment Approval Procedure

- Please be sure to thoroughly review the attached “*Minor or Major Amendment Approval Procedure*”, “*Preparation of Plans by a Licensed Professional*”, “*Site Plan Specifications*”, “*Property Survey, Floor Plan, and Building Elevation Plan Specifications*”, “*Landscape Plan and Plant Material Requirements and Specifications*”, and “*Standard Conditions of the Planning Commission*” sections.

We suggest the applicant provide a copy of the “*Preparation of Plans by a Licensed Professional*”, “*Site Plan Specifications*”, “*Property Survey, Floor Plan, and Building Elevation Plan Specifications*”, and “*Landscape Plan and Plant Material Requirements and Specifications*” sections to the licensed professionals who will be preparing the required plans.

Failure to include the required information on the submitted plans may result in a delay of the review and approval process.

- The attached Affidavit of Ownership of Land shall be completed and submitted with the application.
- An original signed Letter of Intent containing a detailed description of the project shall be submitted with the application.
- An applicant’s request to postpone a hearing shall demonstrate an undue hardship on the applicant AND indicate a date certain for the future hearing to occur. Two (2) requests for postponement are allowed per petition, barring any unforeseen circumstances.
- Minor or major amendment approval does not waive or override the City of Warren’s Building and Fire Codes and all other applicable requirements that may apply.
- By signing the application, permission is granted for the Planning Staff and Planning Commission Members to enter the subject property for purposes of gathering information to review the request.
- By signing the application, you acknowledge that there are no refunds for any reason.

## **Minor Amendment to Site Plan:**

1. Guidelines for considering a minor amendment to a site plan:
  - a. Building addition(s), parking lot addition(s), and outdoor storage area(s) equaling less than ten percent (10%) of the element may be considered a minor amendment.
  - b. The proposed amendment shall not negatively affect the surrounding residential areas.
  - c. If the proposed amendment is in the front yard setback area, it shall be aesthetically acceptable to the public eye.
  - d. The proposed amendment shall comply with the Zoning Ordinance requirements; however, a proposed amendment, which improves site conformance to the Zoning Ordinance requirements, may also be considered a minor amendment.
2. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the proposed minor amendment in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
3. A completed application, check off list, original Affidavit of Ownership of Land, original signed Letter of Intent, required plans, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of any/all site plans, property surveys, landscape plans, building elevation plans, floor plans, and lighting (photometric) plans, along with a Microsoft Word version of the property legal description, shall be included with all submittals.**
4. Minor amendments will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission hearing scheduled for their item. Attendance at the Planning Commission meeting is **mandatory**.
5. If the request is approved by the Planning Commission, the applicant will receive formal correspondence from the Commission Secretary outlining any conditions placed on the minor amendment approval, including submittal of the required bond, revised site plans, etc.  
  
If the request is denied by the Planning Commission, the applicant will receive formal correspondence from the Commission Secretary outlining the reasons for the denial.
6. Upon receipt of the required performance bond (cash, surety, or letter of credit), the Planning Department will send the completed bond form(s) to the City Attorney's Office for approval prior to processing the payment. Please note: The Planning Department has performance bond forms available.
7. When all conditions of the minor amendment approval have been completed, the Planning Department will prepare a letter to the Building Division indicating that it is acceptable for them to begin processing a building permit application for the site. Please note: All required permits are the responsibility of the applicant.
8. When the site is completed in compliance with the approved minor amendment, including all site improvements, the applicant shall submit a written letter, email, or fax to the Planning Department requesting that the performance bond be released.

The Planning Staff will perform an inspection of the site to confirm compliance with the approved minor amendment. If the site has been completed and complies with the approved minor amendment, the item will be placed on the next available Planning Commission agenda for bond release approval. If the site has not been completed in compliance with the approved minor amendment, the Planning Staff will send correspondence to the applicant outlining the deficiencies with the site. All subsequent requests for site inspections/bond releases shall require a \$50 fee.

## **Minor Amendment to PUD (Planned Unit Development):**

Changes to the approved Master Development Plan and/or Development Agreement shall require submittal of a revised Master Development Plan and/or Development Agreement for review and approval, as provided.

1. **Minor Amendment (modifications).** The following minor modifications to the Master Development Plan and/or Development Agreement may be made upon approval of the PUD Committee. The PUD Committee is an administrative team consisting of a representative of the Mayor, Planning Director, City Attorney, City Engineer, Building Director, a member of the City Council, and a member of the Planning Commission. Such minor modifications shall be provided in writing and upon approval shall be incorporated into the approved Master Development Plan and/or Development Agreement. Minor modifications include but are not limited to:
  - a. Up to a five percent (5%) reduction or increase of structure size(s), provided there shall be no increase in the number of dwelling units.
  - b. Up to a five percent (5%) reduction or increase of the gross floor area of non-residential buildings.
  - c. Up to a five percent (5%) alteration of horizontal and vertical elevations of buildings.
  - d. Up to a five (5) foot relocation of building footprints, unless a specific setback or separation distance is imposed as a condition of the approval.
  - e. Areas designated as not to be disturbed and/or open space may be increased in area.
  - f. Substitution of plant materials included in the landscape plan by similar types of landscaping on a one-to-one or greater basis.
  - g. Improvements to access and circulation systems, such as the addition of acceleration/deceleration lanes, boulevards, curbing, and pedestrian/bicycle paths.
  - h. Changes in exterior materials, as long as any changes provided in the use of materials are of equal or higher quality than those originally approved.
  - i. Reduction in the size of signs and modification of sign setbacks.
  - j. Rearrangement of parking spaces in a parking lot, provided the total number of parking spaces is not reduced, and circulation hazards and/or congestion is not created by the redesign.
2. If for any reason the PUD Committee denies a request for minor modification to the Master Development Plan and/or Development Agreement, an appeal of the denial may be taken to the Planning Commission for review and approval of the minor modification.
3. Upon approval of the Planning Commission, such modification shall be included with the approved Master Development Plan and/or Development Agreement. A denial by the Planning Commission may be appealed to the City Council.

## **Major Amendment to PUD (Planned Unit Development):**

Changes to the approved Master Development Plan and/or Development Agreement shall require submittal of a revised Master Development Plan and/or Development Agreement for review and approval, as provided.

1. **Major Amendment (modifications).** Any major modifications to the approved Master Development Plan and/or Development Agreement shall require submittal of a revised Master Development Plan and/or Development Agreement, review and recommendation from the Planning Commission, and final approval from the City Council. Upon final approval, the modification shall be incorporated into the approved Master Development Plan and/or Development Agreement. Major modifications include but are not limited to:
  - a. Addition of uses different from those approved.
  - b. For non-residential development, any increase greater than five percent (5%) in the total square footage of all buildings, or any increase in the height or number of buildings.
  - c. For residential development, any increase in the number of dwelling units above the maximum number authorized in the Development Agreement.
  - d. Major realignment of vehicle circulation patterns or reduction of parking spaces.
  - e. Reduction of open space.
  - f. Changes in exterior boundaries except survey adjustments.
2. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the proposed major amendment in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
3. A completed application, check off list, original Affidavit of Ownership of Land, original signed Letter of Intent, required plans, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of any/all site plans, property surveys, landscape plans, building elevation plans, floor plans, and lighting (photometric) plans, along with a Microsoft Word version of the property legal description, shall be included with all submittals.**
4. Major amendments will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission hearing scheduled for their item. Attendance at the Planning Commission meeting is **mandatory**.
5. The Planning Commission will hold a hearing and issue their recommendation regarding the major amendment request. The applicant will receive formal correspondence from the Planning Commission Secretary detailing the Planning Commission's recommendation. This recommendation is forwarded to City Council.
6. The applicant will receive a notice informing them of the City Council hearing scheduled for their item. Attendance at the City Council meeting is **mandatory**.
7. City Council will hold a hearing and either approve, approve with conditions, or deny the major amendment request.
8. If the request is approved, a resolution is filed with the City Clerk. Any conditions applied to City Council's approval of the request shall be completed before the City Clerk will record a certified copy of the resolution with the Macomb County Register of Deeds. **Approval of the major amendment will be revoked if the applicant does not complete the conditions imposed by the resolution within two (2) years.**



**CITY OF WARREN  
PLANNING COMMISSION**

ONE CITY SQUARE, SUITE 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# Preparation of Plans by a Licensed Professional

A completed application, check off list, original Affidavit of Ownership of Land, original signed Letter of Intent, required plans (hard copy and electronic), and the applicable fee shall be submitted to the Planning Department. Please make checks payable to the *City of Warren*.

All plans necessary for site plan approval (hard copy and electronic) shall bear the seal and signature of a professional Architect, Engineer, Land Surveyor, or Landscape Architect licensed by the State of Michigan, or an AICP Planner. **A seal and signature that only appears on the cover sheet of a “site plan packet” is not acceptable. All individual sheets designated as the “site plan” shall contain the seal and signature of the professional.**

All plans shall be on a minimum 24" x 36" size paper using a minimum Engineer’s scale of 1" = 10'.

The following prescribes the type and quantity of plans the Planning Department requires for your petition:

**MINOR OR MAJOR AMENDMENT:**

Site Plans:	20 copies*
Property Surveys:	2 copies*
Landscape Plans: <i>(if applicable to the project)</i>	15 copies*
Building Elevation Plans: <i>(if applicable to the project)</i>	15 copies*
Floor Plans: <i>(if applicable to the project)</i>	2 copies*
Lighting (Photometric) Plans: <i>(if applicable to the project)</i>	2 copies*

**NOTE: Please provide the exact number of plans listed. If you submit multiple sets of plans that are not needed, the Planning Department may not accept your application packet.**

- \* **An electronic PDF version of any/all site plans, property surveys, landscape plans, building elevation plans, floor plans, and lighting (photometric) plans, along with a Microsoft Word version of the property legal description, shall be included with all submittals.**

**NOTE:** The Planning Commission may require a traffic study, Phase I Environmental Assessment, or any other applicable study on the subject property if the Commission believes there may be a health, safety, and/or welfare concern.



**CITY OF WARREN  
PLANNING COMMISSION**

ONE CITY SQUARE, SUITE 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# Site Plan Specifications

Please be sure to include all of the information listed below on your site plan:

## A. Title Block

1. Project Name and Address
2. Designer Name and Address
3. Drawing Date
4. North Arrow with Drawing Scale
5. Embossed/Stamped and Signed Seal

## B. Property Description

1. Legal Description (match or update City records)
2. P.I.N. Number(s)
3. Property Lines, Bearings, and Distances
4. Small Location Map
5. Subdivision Platted Easement(s)
6. Cross Access Easement(s)
7. Joint Parking Agreement(s)
8. Radii Encroachment Agreement(s)
9. Joint Driveway Access Easement(s)
10. Drainage Easement(s)
11. 100- and 500-year Flood Plain Boundaries
12. Acreage of proposed earth disturbance

## C. Zoning Ordinance Requirements

1. List all dimensional and use variances granted to the property
2. Provide setbacks for all structures, permeable and impermeable parking areas, storage areas, etc. (measured to the property lines)
3. Site Data Chart shall contain the following:
  - a. Use (both existing and proposed)
  - b. Zoning District(s) and setbacks (required, existing, and proposed)
  - c. Site area (square footage or acreage)
  - d. Area of existing structure(s)
  - e. Area of proposed structure(s)
  - f. Gross structure area
  - g. Structure height
  - h. Open storage area
  - i. Outdoor sales area
  - j. Parking requirements for use
  - k. Existing parking area(s)
  - l. Proposed parking area(s)
  - m. International Building and Fire Code
  - n. Michigan Building Code (use group)
  - o. Acreage of proposed earth disturbance
  - p. ADA Code (name)

**D. Structures (dimensioned on the site plans)**

1. Principal Structure(s)
2. Accessory Structure(s)
3. Trash Enclosure(s)
4. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)
5. Utility Pole(s), Fire Hydrant(s), Manhole(s)
6. Signage
7. Flood Plain Floor Elevations
8. Storage Area(s)
9. Proposed areas for stormwater treatment and detention facilities (if applicable)
10. All trees having a minimum caliper of three (3) inches in diameter
11. All existing natural vegetation features

**E. Impermeable Surface Areas (dimensioned on the site plans)**

1. Parking Area(s)
2. Driveway(s) (twenty-six (26) foot minimum)
3. Concrete Curbing
4. Concrete Strips
5. Bumper Curbs
6. Public/Private Sidewalk(s)
7. Roof Area (all structures)

**F. Parking Areas and Circulation (dimensioned on the site plans)**

1. Parking Area(s)
2. Barrier-Free Parking Space(s)
3. Loading Zone(s)
4. Maneuvering Lane(s)
5. Vehicle Circulation Arrows

**G. Abutting Properties (within fifty (50) feet)**

1. Zoning District(s)
2. Structure(s) and uses of close proximity
3. Driveway(s)
4. Sidewalk(s)
5. Parking Area(s)
6. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)

**H. Public/Private Streets and Roads (dimensioned on the site plans)**

1. Name and Class (thoroughfare, collector, residential)
2. Defined Centerline
3. Existing and Planned Rights-of-Way
4. Public Alley(s), Walkway(s), etc.

**I. SPECIFIC NOTES MAY BE REQUIRED ON SITE PLANS. THE FOLLOWING LIST SHOULD BE REVIEWED AND THE NOTES PROVIDED, IF APPLICABLE:**

1. This note applies to properties in C-1, C-2, C-3, M-1, and M-2 Zoning Districts if the applicant is not selling or renting items outside the building:

*NOTE: All outdoor retail sales of items shall be prohibited on the site.*

2. This note applies to properties in C-1, C-2, C-3, M-1, M-2, M-3, and M-4 Zoning Districts if the applicant doesn't require open storage outside the building:

*NOTE: Open storage of vehicles, trailers, and materials shall not be permitted on the site.*

3. When a new trash enclosure is required, the following note shall be provided:

*NOTE: A trash enclosure, measuring a minimum 10 ft. x 10 ft., shall be constructed of six (6) ft. high, brick-embossed, poured concrete walls with a 45° angle cap, have screened gates, and be placed upon a minimum 10 ft. x 18 ft. concrete pad that provides an 8 ft. wide apron. Masonry block shall not be used as construction material.*

4. This note shall be provided on every site plan:

*NOTE: All lighting on the site shall be shielded and not encroach upon abutting properties. The light fixtures, pole and base, shall be no higher than 20 ft. as measured from the top of the light fixture to the bottom of the base at ground level. All glare shall be eliminated from all light fixtures. Upward directed lighting shall not be permitted.*

5. This note shall be provided on every site plan:

*NOTE: All landscaped areas shall be automatically irrigated.*

6. This note shall be provided on every site plan:

*NOTE: All barbed wire and supports for barbed wire are prohibited on the site.*

**J. A STORMWATER NARRATIVE SHALL BE PROVIDED FOR ANY SITE THAT PROPOSES LAND DISTURBANCE OVER ONE (1) ACRE:**

A Stormwater Narrative shall show how the developed site will comply with the stormwater runoff requirements for the Minimum Treatment Volume Standard, the Channel Protection Standard, and the long-term requirements to maintain the design performance of all constructed best management practices for stormwater runoff volume and quantity.

A Stormwater Narrative, at minimum, shall include the following information:

1. Project name;
2. Project location (address, parcel #, section #);
3. Owner's name and contact information;
4. Professional's name and contact information;
5. Applicant's name and contact information;
6. A description of the work to be performed and any planned future phases;
7. A summary of the proposed stormwater management system;
8. All stormwater calculations, including a list of all assumptions, site characteristics, outlet hydraulic calculations, and other information to support the calculations;
9. Total disturbed area/area of earth changed and drainage areas;
10. Site Channel Protection Volume Control (CPVC);  
  
If site constraints limit the ability of the project to provide the full calculated CPVC volume, explain what prevents the project from doing so (e.g., high groundwater, stormwater hotspot, conflict between requirements from various regulatory agencies and/or others, etc.), and describe how the project achieves the CPVC requirement to the maximum extent practicable;
11. Site Channel Protection Rate Control (CPRC);
12. Site Detention and Flood Control Volume;
13. If mechanical separators are to be used, include supporting documentation for unit sizing and total suspended solids (TSS) removal efficiencies;
14. Figures/schematics of the stormwater management system, including references to existing floodplains, wetlands, woodlands, or other protected natural features;
15. Geotechnical Reports, including soil borings and infiltration testing results used to establish the infiltration capabilities for the site; and
16. Land Use Summary Table (*example shown on next page*).

Land Use Summary Table			
Characteristics		Existing Conditions	Proposed Conditions
Development Area	Total Development Area		
	Total Impervious Area		
	Total Pervious Area		
	Total Water and/or Detention/Retention Area		
Pervious Area Land Use Data	<b>Pervious Area Breakdown by Cover Type</b>		
	Meadow/Fallow/Natural Areas (non-cultivated)		
	Predominant NRCS Soil Type (A, B, C, or D)		
	Altered Areas (Turf Grass, Landscape, Row Crops)		
	Predominant NRCS Soil Type (A, B, C, or D)		
	Wooded Areas		
	Predominant NRCS Soil Type (A, B, C, or D)		
CPVC CPRC	CPVC Volume Calculated (cubic feet)		
	CPVC Volume Provided (cubic feet)		
	CPRC Volume Calculated (cubic feet)		
	CPRC Volume Provided (cubic feet)		
<p>If site constraints limit the ability of the project to provide the full calculated CPVC volume, explain what prevents the project from doing so (e.g., high groundwater, stormwater hotspot, conflict between requirements from various regulatory agencies and/or others, etc.), and describe how the project achieves the CPVC requirement to the maximum extent practicable.</p>			

The Professional Engineer who signs and seals this site plan certifies that the values in this table reflect the stormwater calculations required for this development and that geotechnical investigations were performed that provide conclusive documentation that demonstrates whether infiltration (i.e., CPVC) is practicable.

**Notes:**

- The Professional Engineer Certification Statement above shall be included with the Land Use Summary Table.
- Areas to be shown to the nearest 0.01 acre.
- “Predominant” soil type shall be the soil type with the largest percentage coverage over the designated land use (e.g., 70% Soil Type B and 30% Soil Type C shall be listed in the table as “Soil Type B”).
- USDA soil types cannot be used to determine site suitability for infiltration and meeting the CPVC volume standard; direct infiltration testing will be required to determine site suitability for infiltration.
- When more than one soil type exists in one area, assign the predominant soil type for that area.
- Use NRCS/USDA Online Soil Survey Map to determine soil type (A, B, C, or D):  
<https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>



**CITY OF WARREN  
PLANNING COMMISSION**  
ONE CITY SQUARE, SUITE 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# Property Survey, Floor Plan, and Building Elevation Plan Specifications

## 1. PROPERTY SURVEY SPECIFICATIONS

A property survey indicating requirements A through G below, signed, sealed, and certified by a professional Land Surveyor licensed by the State of Michigan and presented on a 24" x 36" sheet of paper, shall be provided. An accurate property survey ensures the development presented is as it exists. A property survey will also enable your professional to provide you with a higher quality product.

The property survey shall be separate from the site plan and needs to clearly and correctly indicate the following:

- A. A correct depiction of the property lines, bearings, and distances of the subject property;
- B. The legal owner(s), address, parcel number, legal description, and applicant/representative;
- C. Platted underlying subdivision lines (grayscale), cross access, joint driveway access, and utility and drainage easements;
- D. Joint parking and radii encroachment agreements;
- E. Features, structures, irons, and improvements on, under, or above the surface of the property;
- F. Contour lines for elevations may be required depending upon site location; and
- G. Surveyor's Certification stating the following, or similar language as determined by the surveyor:

### SURVEYOR'S CERTIFICATION

*I hereby certify that I have surveyed the property herein described. The elevations shown hereon are based on a field survey and the drawing hereon delineated is a correct representation of the same. I have complied with the survey requirements of Sec. 3 of Public Act 132 of 1970, as amended.*

## 2. FLOOR PLAN SPECIFICATIONS

Plans of each floor of a structure, including mezzanines and the basement, prepared to an Architect's scale with dimensions, are a requirement. Please identify all walls, doors, service doors, and window openings. Identify areas of each floor by use and square feet. Note all seating arrangements and capacities on the plans.

## 3. BUILDING ELEVATION PLAN SPECIFICATIONS

Acceptable renderings of building elevations, prepared to an Architect's scale, shall include dimensions for the height and width of the building in relation to the established grade, the types and colors of exterior materials, and identify access doors, service doors, window openings, rooflines, chimneys, etc.



**CITY OF WARREN  
PLANNING COMMISSION**  
ONE CITY SQUARE, SUITE 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# Landscape Plan and Plant Material Requirements and Specifications

## 1. LANDSCAPE PLAN REQUIREMENTS AND SPECIFICATIONS

### A. Landscape Plan Submittal Requirements

A landscape plan may be required for site plan approval. Proper selection and installation of plant material decreases maintenance and replacement cost over time. Investing in green space will improve the environment and make your site more desirable.

The landscaping plan shall indicate the quantity, quality, location, and the variety of all plantings. Include a maintenance schedule, irrigation plan, and method of planting on the plan.

Please prepare all landscape plans on a minimum 24" x 36" reproducible paper, at a minimum scale of 1" = 10', and include the following components:

1. Title Block – Indicate the project name and address, the date of the drawing and/or revisions, the north arrow with drawing scale, and the seal and signature of the licensed professional on each copy;
2. Plant Data Chart – Include the common and scientific name of proposed plant materials, the quantity of each, the size of each (caliper and height), and any comments relevant to the landscape plan;
3. Landscape Requirement Chart – Include the total site area (square footage), the Planning Commission's required landscaped area, and the total landscaped area proposed by the applicant; and
4. Property and Structure Layout – Show the physical properties of the site. Please be sure to include lot lines with dimensions, the location of principal structures on the subject and adjacent properties, impermeable areas, and the location of accessory improvements to the surface of the site (trash enclosures, storage sheds, light fixtures, etc.).

### B. Greenbelts and Earthen Berms

If an industrial or commercially zoned use abuts a residential use or less intense zone, a greenbelt (as defined in Section 2.26 of the Zoning Ordinance) is required. Grass, ground cover, or other living plant material shall stabilize the ground surface within the greenbelt unless a durable synthetic material is approved by the Planning Commission.

An earthen berm functions as a visual and acoustical screen between spaces. The Planning Commission has the discretion to require the incorporation of earthen berms within a greenbelt.

A landscaped berm (4:1 slope with a minimum height of six (6) feet) should buffer residential uses from areas where parking, truck traffic, open storage areas, and rights-of-way exist.

### C. Landscape Area

In addition to any greenbelt required by the Zoning Ordinance, ten percent (10%) of the net site area (apart from existing and/or proposed public rights-of-way) may be incorporated into the site as landscaped open space. Pedestrian walks, plazas, planters, and other decorative elements may be included in such landscaped areas, as well as “substantial” (greater than two hundred (200) square feet and wider than eight (8) feet) stabilized planted areas.

### D. Development Connectivity

All developments requiring site plan review should use landscape areas to provide pedestrian connections to adjacent developments as much as possible. In certain instances, the Planning Commission may request the provision of a fifteen (15) foot wide easement for pedestrian walkway/bikeway purposes.

### E. Sight Triangle

A “sight triangle” occurs at any corner where two streets intersect and is measured along the property lines twenty-five (25) feet in each direction from the intersection. It is important for the safety of pedestrians and motorists that good vision is maintained within the sight triangle. To ensure clear lines of sight, no plant material, signage, etc. may obstruct view from a height of thirty (30) inches to a height of ten (10) feet above the roadway surface.

### F. Natural Feature Preservation

Landscape plans should indicate all existing natural features on the site, such as watercourses, bodies of water, plant life, stands of trees, and individual trees having a minimum caliper of four (4) inches in diameter. The licensed professional shall preserve and enhance these features when designing the site.

### G. Landscape Area Installation and Maintenance

Install the approved greenbelt or landscape areas before requesting a Certificate of Compliance from the Building Division. It is important to remove and replace diseased or dying materials, and keep the landscape areas in a neat and orderly appearance after receiving the Certificate of Compliance. **If these areas fall into disrepair, or trees and vegetated areas are removed without approval, the site plan is considered to be altered and the owner shall receive a violation from the Planning Department and the Zoning Section of the Building Division.**

### H. Stormwater Detention

If on-site stormwater detention/treatment facilities are required, include the proposed location of the facilities on the landscape plan. Upon approval of the site plan by the Planning Commission, a plan for the long-term maintenance of any required stormwater facilities will need to be submitted to the Division of Engineering.

## 2. PLANT MATERIAL REQUIREMENTS AND SPECIFICATIONS

The landscape plan shall consider existing landscape contained within adjacent rights-of-way and properties. Although the Planning Staff encourages diverse and hardy plantings, a measure of connectivity to current conditions should exist.

### A. Plant Material Standards

The Planning Department applies the following **MINIMUM** standards to plant materials and locations:

1. Trees shall be at least three (3) inches in diameter and eight (8) feet high above grade;
2. Shrubs shall be at least twenty-four (24) inches high above grade;
3. All trees that range from three (3) to four (4) inches in diameter shall be protected and be supported by tree guards;
4. Trees shall be planted no more than fifty (50) feet apart. Trees may be planted closer to each other;
5. No tree may be planted closer than three and one half (3½) feet to the curb or the sidewalk; and
6. No tree may be within fifteen (15) feet of a driveway that opens onto a public street due to the potential blocking of sight lines.

## B. Prohibited Species

The following species are prohibited within the City of Warren:

1. Amur Maple, *Acer Ginnala*
2. Norway Maple, *Acer Platanoides*
3. Tree of Heaven, *Ailanthus Altissima*
4. Black Alder, *Alnus Glutinosa*
5. Porcelain-Berry, *Ampelopsis Brevipedunculata*
6. Japanese Angelica Tree, *Aralia Elata*
7. Japanese Barberry, *Berberis Thunbergii*
8. Oriental Bittersweet, *Celastrus Orbiculatus*
9. Sweetautumn Clematis, *Clematis Terniflora*
10. Russian-Olive, *Elaeagnus Angustifolia*
11. Autumn-Olive, *Elaeagnus Umbellata*
12. Winged Wahoo, Burning Bush, *Euonymus Alatus*
13. Wintercreeper Euonymus, *Euonymus Fortunei*
14. Glossy Buckthorn, *Frangula Alnus*
15. Baby's Breath, *Gypsophila Paniculata*
16. English Ivy, *Hedera Helix*
17. Dame's Rocket, *Hesperis Matronalis*
18. Yellow Flag, *Iris Pseudacorus*
19. Common Privet, *Ligustrum Vulgare*
20. Eurasian Honeysuckles, *Lonicera spp.* (e.g. *L. Japonica*; *L. X Bella*; *L. Maackii*; *L. Morrowii*; *L. Tatarica*)
21. Birdfoot Trefoil, *Lotus Corniculatus*
22. Moneywort, Creeping Jenny, *Lysimachia Nummularia*
23. Purple Loosestrife, *Lythrum Salicaria*
24. Japanese Silver, Maiden Grass, *Miscanthus Sinensis*
25. White Mulberry, *Morus Alba*
26. Reed Canary Grass, Ribbon Grass, *Phalarus Arundinacea*
27. Amur Corktree, *Phellodendron Amurense*
28. Yellow-Groove ("Running") Bamboo, *Phyllostachys Aureosulcata*
29. Austrian Pine/Black Pine, *Pinus Nigra*
30. Japanese & Giant Knotweed, *Polygonum Cuspidatum & P. Sachalinense*
31. Kudzu, *Pueraria Lobata*
32. Callery Pear, *Pyrus Calleryana*
33. Common Buckthorn, *Rhamnus Cathartica*
34. Black Jetbead, *Rhodotypos Scandens*
35. Black Locust, *Robinia Pseudoacacia*
36. Multiflora Rose, *Rosa Multiflora*
37. Crown-Vetch, *Securigera Varia*
38. Chinese Elm/Lacebark Elm, *Ulmus Parvifolia*
39. Siberian Elm, *Ulmus Pumila*

**Other species may be prohibited.**

**Locate them at:**

<https://www.macombgov.org/planning-and-economic-development/parks-and-natural-resources/green-macomb/recommended-species-and>

## C. Recommended Species in the City of Warren

Choosing proper plant materials can save considerable expense over the life of a project. Desirable materials should be easy to maintain and withstand the varying climate of southeastern Michigan. The Planning Staff recommends the following varieties for use within the City of Warren:

### **Deciduous Shade Trees**

1. Red Maple, *Acer Rubrum*
2. Northern Hackberry, *Celtis Occidentalis*
3. Sweetgum, *Liquidambar Styraciflua*
4. Thornless Honeylocust, *Gleditsia Triacanthos var. Inermis*
5. Littleleaf Linden, *Tilia Cordata*
6. English Oak, *Quercus Robur*
7. Pin Oak, *Quercus Palustris*
8. White Oak, *Quercus Alba*

### **Deciduous Shrubbery**

1. Viburnum, *Viburnum spp.*
2. Dogwood, *Cornus spp.*
3. Potentilla, *Potentilla spp.*
4. Spirea, *Spirea spp.*
5. Weigela, *Weigela spp.*

### **Deciduous Ornamental Trees**

1. Ginkgo, *Ginkgo Biloba*
2. Eastern Redbud, *Cercis Canadensis*
3. Crabapple, *Malus spp.*
4. Flowering Cherry, *Prunus spp.*
5. American Yellowwood, *Cladrastis Kentukea*

### **Evergreen Trees**

1. Norway Spruce, *Picea Abies*
2. White Spruce, *Picea Glauca*
3. Douglas Fir, *Pseudotsuga Menziesii*

### **Evergreen Shrubbery**

1. Arborvitae, *Thuja spp.*
2. Yew, *Taxus spp.*

**Other species may be considered.**

**Locate them at:**

<https://www.macombgov.org/planning-and-economic-development/parks-and-natural-resources/green-macomb/recommended-species-and>



**CITY OF WARREN  
PLANNING COMMISSION**  
ONE CITY SQUARE, SUITE 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# Standard Conditions of the Planning Commission

1. Parking areas and driveways accessing streets shall be curbed, graded, drained, and hard-surfaced within one (1) years' time of issuance of a building permit. The Division of Engineering shall approve parking/driveways in accordance with the approved site plan.
2. When two (2) abutting property owners jointly use one (1) driveway, or two (2) adjoining driveways that share the same driveway entrance with the driveway radii extending onto each property owner's frontage, they shall provide a recorded document for shared ingress/egress or shared parking with the owner of the abutting property. This document shall be approved in draft format for form by the City Attorney prior to it being recorded at the Macomb County Register of Deeds.
3. Perpendicular parking spaces abutting a common property line shall be a minimum of twenty-two (22) feet in length and a minimum of nine (9) feet in width. All parking spaces adjoining a wall shall have the leading edge of continuous concrete curbing measured five (5) feet from the property line. If parking spaces abut a common property line AND do not require continuous curbing, then they shall have six (6) inch high, six (6) inch wide concrete curbing or a protective "bumper curb" placed with the leading edge five (5) feet from the property line.
4. Planning Commission approval of a site plan is contingent upon a true representation of the development, which means that all dimensions, acreage, and figures on the site plan shall be accurate.
5. Front setback areas and areas between sidewalks and street curbs shall be planted and maintained with grass and trees. Trees should be planted every fifty (50) feet, or less, on center when these areas abut public rights-of-way. Please note: Areas along Van Dyke Avenue, Eight Mile Road, and Groesbeck Highway have proved difficult to landscape and the Planning Staff will review each plan abutting these roadways on an individual basis. A grass area with a three (3) foot wide concrete strip along the street curb may be acceptable. Do not place loose materials or stones within front setback areas or public rights-of-way.
6. The curb radii connecting driveway approaches shall be twenty (20) feet to twenty-five (25) feet. The government agency (City Engineer, Macomb County Road Commission, MDOT) with jurisdiction over the right-of-way will evaluate the location, deceleration lanes, etc. for any points of access. MDOT may not be able to prepare a review of the site plan by the hearing date set by the Planning Commission. When this situation arises, it is the responsibility of the applicant to obtain the approval from MDOT. If MDOT requires modification of the site plan, the Planning Director will review minor changes administratively, or remit major changes to the Planning Commission for consideration.

7. Construct sidewalks to the standards of the Division of Engineering. Sidewalk ramps at roadway intersections, driveways, sidewalk grade separations, etc. shall comply with Act 8, P.A. 1973 (MCLA 125.1361). All new and existing sidewalks, where offset by varying property rights-of-way, shall be provided with reverse curves.
8. Any screening wall required shall be a brick-embossed, poured concrete wall with a 45° angle cap. The wall shall be six (6) feet higher than the established grade of the properties abutting the property line. A detail of construction for walls shall accompany the site plan. The Planning Director may allow walls a minimum three (3) feet high if sight lines for adjacent properties are an issue.
9. Install greenbelts and walls before requesting a Certificate of Compliance.
10. All lighting on the site shall be shielded and not encroach upon abutting properties. The light fixtures, pole and base, shall be no higher than 20 ft. as measured from the top of the light fixture to the bottom of the base at ground level. All glare shall be eliminated from all light fixtures. Upward directed lighting shall not be permitted
11. A trash enclosure shall be provided on each site. The enclosure, measuring a minimum of 10 ft. x 10 ft., shall be constructed of six (6) ft. high, brick-embossed, poured concrete walls with a 45° angle cap, have screened gates, and be placed upon a minimum 10 ft. x 18 ft. concrete pad that provides an 8 ft. wide apron. Gates with chain link, slats, or boards should not have more than one (1) inch of space separation between them. Masonry block shall not be used as construction material. Alternate trash enclosure materials may be considered upon approval by the Planning Director or Planning Commission.
12. All sites shall comply with the provisions of Act 1 (1966, as amended, MCLA 125.1352) for ADA persons. This includes the installation of signs, blue painted parking stall lines, and symbols.
13. Post the required performance bond in a form (cash, surety, or letter of credit) approved by the City Attorney. The minimum amount of the bond will be three percent (3%) of the estimated cost of the new construction, including all site improvements. The Planning Commission may require a higher bond amount if the Planning Commission determines it is necessary based on the circumstances of the proposed site plan. The performance bond assures the City that development, in accordance with the approved site plan, shall be completed within two (2) years of issuance of a building permit. The Planning Staff will conduct a site inspection after a written request to release the bond is received. **There is no fee for the initial bond release inspection; however, each subsequent inspection will require a \$50 fee.** The Planning Commission will only release the bond after the Planning Staff verifies that the development meets the conditions of the site plan approval.
14. If a site plan is approved and a building permit is not issued within two (2) years from the date of approval, the site plan approval will expire and be revoked. If an issued building permit expires, after six (6) months, the site plan approval will also be revoked and a new building permit may not be issued until the Planning Commission extends the site plan approval or new site plan approval is granted. **Please note: There will be a \$200 fee assessed for a site plan approval extension of one (1) year or less.**
15. Site plan approval does not waive or override the City of Warren's Building and Fire Codes. Fire hydrant location and distances are required on all site plans, along with fire apparatus access and turnarounds, construction type, and external flammable and combustible liquid storage (M-3 and M-4 Districts only) referenced in the current Zoning Ordinance and International Building and Fire Code.

16. Open storage of vehicles, trailers, and materials other than junk on the site is prohibited except as stipulated in Section 17.02 (s) and (t) Industrial Districts of the Zoning Ordinance and requires site plan approval.
17. If the proposed development is within the Red Run Drain, connecting tributaries, easements, or rights-of-way, then the Red Run Inter-County Drainage Board requires permits for the installation of storm drainage taps.
18. The Planning Commission may require a traffic study, Phase I Environmental Assessment, or any other applicable study on the subject property if the Commission believes there may be a health, safety, and/or welfare concern.
19. All developments or redevelopments that disturb one (1) acre or more, including projects less than one (1) acre of a larger common plan of development, shall show how the developed site will comply with the stormwater runoff requirements for the Minimum Treatment Volume Standard, the Channel Protection Standard, and the long-term requirements to maintain the design performance of all constructed best management practices for stormwater runoff volume and quantity. Guidance for meeting these requirements is found in the ***Procedures and Design Standards for Stormwater Management*** as published by the Macomb County Public Works Office.
20. On December 1, 2021, the City of Warren adopted a new stormwater ordinance (***Sec. 41-155. – Post-construction stormwater runoff***). This ordinance applies to any site plan that proposes land disturbance over one (1) acre. A stormwater narrative explaining how the site will comply with this ordinance is required.
21. If the proposed development is within the Historic District boundaries within the City of Warren, the developer shall first obtain a recommendation from the Historic District Commission to approve, approve with conditions, or deny the development request.