



**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

SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW APPLICATION

**\$1,500 up to, and including, 5 acres
+ \$50 per additional acre, or portion thereof
(fee rounds up)**

(Application effective 3-30-26) (Fee effective 3/25/25)

PLEASE TYPE OR PRINT LEGIBLY

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 sheet(s) if more than one address/parcel

SQUARE FOOTAGE OF PROJECT: _____ ESTIMATED COST OF PROJECT: \$ _____
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
	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 _____

PROCEDURE:

1. A completed application, check off list, original Affidavit of Ownership of Land, original signed Letter of Intent, and required plans shall be submitted to the Planning Department for preliminary plan review approval *(criteria is attached)*.
2. Acreage determines the fee for subdividing property. For parent parcels up to, and including, five (5) acres, the fee is \$1,500. Add \$50 for each additional acre, or portion thereof. Please make checks payable to the *City of Warren*.

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.

SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW 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 condominium subdivision 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 condominium subdivision 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 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.
- Submit a copy of the Master Deed and a copy of all restrictive covenants to be applied to the project.
- **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 condominium subdivision plans.
- Provide a site data chart on the site condominium subdivision plans.
- Provide a location map on the site condominium subdivision plans.
- **NOTE: If the property has any delinquent taxes, your application packet will not be accepted.**

Signature of Applicant: _____
(Signature required or the application packet will not be accepted)

Date: _____

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

SPECIFICATIONS FOR SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLANS

Section 4B.07 – Planning Commission Review.

Pursuant to authority conferred by Section 141 of the State of Michigan Condominium Act, Act 59 of 1978, as amended, MCL 559.101 et seq., all site condominium subdivision plans shall require approval of the Planning Commission before units may be sold or site improvements 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, as amended, MCL 559.101 et seq., and include the following additional information:

1. A property 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;
5. A copy of the Master Deed and a copy of all restrictive covenants to be applied to the project;
6. A utility plan showing all sanitary sewer, water, and storm drainage improvements, including all easements granted to the City for installation, repair, and maintenance of all utilities;
7. A street construction, paving, and maintenance plan, certified by a professional Engineer, for all streets within the proposed condominium subdivision plan; and
8. A storm drainage and stormwater management plan, including all lines, swales, drains, basins, and other facilities.

(Ord. No. 30-862, § 2, 4-9-96)