



**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

# SUBDIVISION PRELIMINARY PLAT APPLICATION

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

(Application effective 3-30-26) (Fees effective 3-25-25)

**PLEASE TYPE OR PRINT LEGIBLY**

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

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

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

PARCEL P.I.N.: 12-13-\_\_\_\_\_ NUMBER OF PROPOSED LOTS: \_\_\_\_\_  
*ATTACH ADDITIONAL SHEET(S) IF MORE THAN ONE ADDRESS/PARCEL*

ACREAGE 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

*\*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.**

# SUBDIVISION PRELIMINARY PLAT 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 subdivision preliminary plat 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 subdivision preliminary plat 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.
- **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 acreage 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 subdivision preliminary plat plans.
- Provide a site data chart on the subdivision preliminary plat plans.
- Provide a location map on the subdivision preliminary plat plans.
- **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



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# Subdivision Preliminary Plat 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 Subdivision Preliminary Plat 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*.
3. Review and provide all information listed in the “*Specifications for Subdivision Preliminary Plat Plan Drawings*” section.
4. The Planning Department provides plans for review to various City Departments and Divisions and to affected utility companies.
5. The Planning Department shall provide findings and a recommendation 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.
6. The City Council, within ninety (90) days from the date of filing the application, shall tentatively approve the proposed Subdivision Preliminary 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 (90) day period may be extended if the applicant consents.
7. Tentative approval of the Subdivision Preliminary Plat shall confer upon the applicant a period of one (1) year from the approval date. The tentative approval may be extended if applied for by the applicant and granted by the City Council.
8. The applicant shall prepare and submit the Subdivision Final Plat for approval (*see application for Subdivision Final Plat*).



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# Specifications for Subdivision Preliminary Plat Plan Drawings

The plat plan drawing for the Subdivision Preliminary Plat shall contain the following criteria and be submitted in the following manner:

1. All subdivision preliminary plat plans 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.
2. Subdivision preliminary plat plans shall have a minimum scale of 1" = 100' 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 Architect, Engineer, Land Surveyor, Landscape Architect, or AICP Planner who prepared the subdivision preliminary plat plans, and the date of preparation.
5. Location of the subdivision, giving the numbers of the section, town, and range, and the name of the city and county.
6. All lots and outlots shall be described as follows:
  - a) Number all lots consecutively;
  - b) Show total number of lots;
  - c) Letter all outlots consecutively;
  - d) Show total number of outlots;
  - e) Label the length of each lot line;
  - f) Show the width of each lot;
  - g) Show building setback line;
  - h) Location(s) of any existing easement(s); and
  - i) Superimpose topographical mapping.
7. The applicant shall provide a topographical property survey of the proposed subdivision and all properties 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 (1) foot intervals except where the intervals should be increased for clarity.
8. The street layout of the proposed plat shall indicate:
  - a) Width of rights-of-way;
  - b) Proposed connections with existing or future streets;
  - c) Width and location of public walkways; and
  - d) Rights-of-way and easements showing their 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 a manner that title to the area may be clearly established as to 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 rights-of-way of abutting streets, county roads, or state trunkline highways.
12. When any part of the land lies within or abuts a flood plain area, as established by the Ordinance of the City of Warren, the plat shall delineate that flood plain area.
13. All lots shall 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.