



**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

**APPLICATION FOR  
VACATING A PUBLIC WAY,  
PUBLIC UTILITY EASEMENT,  
OR SUBDIVISION PLAT  
(OR PART OF)**

- ALLEY
- ROADWAY
- WALKWAY
- PUBLIC UTILITY EASEMENT
- SUBDIVISION PLAT (OR PART OF)

**Fee: \$600**

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

**PLEASE TYPE OR PRINT LEGIBLY**

PURPOSE OF VACATION REQUEST: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION AND LOCATION OF PUBLIC WAY/PUBLIC UTILITY EASEMENT/SUBDIVISION PLAT (OR PART OF)  
TO BE VACATED: \_\_\_\_\_

\_\_\_\_\_

*(Attach additional sheet(s), if needed)*

LEGAL OWNER: \_\_\_\_\_

(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 Applicant *(Petitioner/Designated Representative)* Date

LIST EACH SUBDIVISION AND THE LOTS WITHIN IT THAT ABUT THE PROPOSED PUBLIC WAY, PUBLIC UTILITY  
EASEMENT, OR SUBDIVISION PLAT (OR PART OF) TO BE VACATED:

Subdivision name: \_\_\_\_\_

Lot(s) affected: \_\_\_\_\_

Subdivision name: \_\_\_\_\_

Lot(s) affected: \_\_\_\_\_

Subdivision name: \_\_\_\_\_

Lot(s) affected: \_\_\_\_\_

***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.***

# VACATION 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 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 abutting property/lot owner(s) shall be listed on the application and Affidavit of Ownership of Land. If the abutting property/lot owner(s) is a business or LLC, an individual contact name is required in addition to the company name and 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 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-five (25) individual copies of the subdivision plat and highlight the area to be vacated.
- For alley, roadway, walkway, or public utility easement vacations, submit a notarized petition that has been signed by at least sixty percent (60%) of the abutting property/lot owners. Petitions with less than sixty percent (60%) signatures will not be accepted.

➤ **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 AND/OR APPLICANT 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 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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# Procedure for Vacating a Public Way, Public Utility Easement, or Subdivision Plat (or part of)

1. Complete the application packet and submit it to the Planning Department, along with a copy of the subdivision plat in question, requested area to be vacated, and the signed and notarized petition.
2. Obtain signatures on the **attached petition** of a minimum of sixty percent (60%) of the owners of land abutting only the public way or public utility easement to be vacated.
3. Vacation requests 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 public hearing scheduled for their item. Attendance at the Planning Commission meeting is **mandatory**.
4. The Planning Commission will hold a public hearing and issue their recommendation regarding the vacation 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.
5. The applicant will receive a notice informing them of the City Council public hearing scheduled for their item. Attendance at the City Council meeting is **mandatory**.
6. City Council will hold a public hearing and either approve, approve with conditions, or deny the vacation request.
7. 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 vacation will be revoked if the applicant does not complete the conditions imposed by the resolution within two (2) years.**
8. A complaint shall be filed by the petitioner in Circuit Court to vacate the area of concern. As part of the proceedings in Circuit Court, a new revised subdivision plat shall be prepared reflecting the changes. The revised plat shall be recorded with the Macomb County Register of Deeds.

As an alternative, the petitioner may, by non-judicial process, relinquish the public way or public utility easement by written agreement between certain affected parties.

A copy of the court order or relinquishment and the recorded documents shall be provided to the Planning Department, Assessing Department, Attorney's Office, Building Division and City Clerk.

