



**CITY OF WARREN
PLANNING COMMISSION**

LORI M. STONE, MAYOR
ONE CITY SQUARE, STE. 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 6-26-24) (Fee effective 8-10-21)

PLEASE TYPE OR PRINT

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) Contact Name & Company Phone Email

Address City/State/Zip

PROFESSIONAL*: _____
(PRINT) Contact Name & Company Phone Email
**Must be licensed by the State of Michigan*

Address City/State/Zip

APPLICANT: _____
(PRINT) Contact Name & Company Phone Email

Address City/State/Zip

Signature of Legal Owner *(Attached AFFIDAVIT OF OWNERSHIP OF LAND must be completed)* _____ Date _____

Signature of Professional *(Site Condominium Subdivision Plan Preparer)* _____ Date _____

Signature of Applicant *(Representative for Development)* _____ Date _____

PROCEDURE:

1. Submit one (1) completed application and twenty (20) site condominium subdivision plans 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*.

SITE CONDOMINIUM SUBDIVISION PRELIMINARY PLAN REVIEW CHECK OFF LIST

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

- Application shall be completed, signed, and dated.
- Affidavit of Ownership of Land shall be completed, signed, and notarized. If there is more than one owner, a separate affidavit is required for each of them.
- The property owner shall be listed on the application and affidavit. If the owner is a business or LLC, a person's contact name is required.
- For communication purposes, provide all phone numbers and email addresses for each person listed on the application.
- Submit a check payable to the *City of Warren* for the applicable fee as stated on the application.
- Submit twenty (20) copies of site condominium subdivision plans that are signed and sealed by an Architect, Engineer, Land Surveyor, or AICP Planner and submit an electronic copy on a USB. Contact the Planning Department if other options are necessary.
- Submit two (2) copies of surveys that are signed and sealed by a Land Surveyor.
- 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 Letter of Intent describing the reason for the request.
- Submit a copy of the Master Deed and a copy of all restrictive covenants to be applied to the project.
- 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 a Legal Description on the site plan and on the USB in Word format.
- Provide a Site Data Chart on the site plan.
- Provide a Location Map on the site plan.
- If the property has any delinquent taxes, your packet will not be accepted.**

Representative Signature: _____ Date: _____
(Signature required or the application package will not be accepted.)

Employee Only (please initial): _____

1. Verify all items have been completed and checked off.
2. Stamp the application and at least one sheet of the plans.
3. Let the applicant know the Planning Commission meeting date.
4. Make a copy of the check.
5. Put a brief description on the agenda.



AFFIDAVIT OF OWNERSHIP OF LAND

I/WE _____
Name(s) of Owner(s)

OF _____ Zip _____ Telephone _____ Email _____
Address, City, State

THE _____ OF _____
Title of Officer(s) Name of Company

BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT _____
I/We/It

_____ RECORDED LAND CONTRACT PURCHASER(S) / _____ RECORDED DEED HOLDER(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(s) Name of Company

OF _____ Zip _____ Telephone _____
Address, City, State

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 HE/SHE/THEY DID SO OF HIS/HER/THEIR 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.**

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 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.

(Ord. No. 30-862, § 2, 4-9-96)