



**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

SUBDIVISION PRELIMINARY PLAT APPLICATION

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

(Application effective 7-1-24) (Fees effective 8-10-21)

PLEASE TYPE OR PRINT

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) 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 (Plat Plan Preparer) _____ Date _____

Signature of Applicant (Representative for Development) _____ Date _____

SUBDIVISION PRELIMINARY PLAT 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 plat plans for Subdivision Preliminary Plat 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 Letter of Intent describing the reason for the request.
- Provide the acreage 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 plat plan and on the USB in Word format.
- Provide a Site Data Chart on the plat plan.
- Provide a Location Map on the plat 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 _____
Address, City, State Zip Telephone Email

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 _____
Address, City, State Zip Telephone

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.**



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Subdivision Preliminary Plat Procedure

1. Submit one (1) completed application and twenty (20) plat plans 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*” pages.
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 recommendations 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 concept plans must bear the seal and signature of an Architect, Engineer, Land Surveyor, Landscape Architect, or AICP Planner licensed by the State of Michigan.
2. Plans shall have a minimum scale of one inch equals one hundred feet (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, or AICP Planner who prepared the Subdivision Preliminary Plat, and the date of preparation.
5. Location of the subdivision, giving the numbers of the section, town, and range, and 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 lines
 - h) Location(s) of any existing easement(s)
 - i) Superimpose topographical mapping
7. The applicant shall provide a topographical survey of the proposed subdivision and all property 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 right-of-way(s)
 - b) Proposed connections with existing or future streets
 - c) Width and location of public walkways
 - d) Right-of-ways and easements, showing 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 right-of-way(s) of abutting streets, county roads, or state trunk line 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 must 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.