



**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 FINAL 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 FINAL 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 Final 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.**



**CITY OF WARREN  
PLANNING COMMISSION**

LORI M. STONE, MAYOR  
ONE CITY SQUARE, STE. 315  
WARREN, MICHIGAN 48093-5283

PHONE: (586) 574-4687 FAX: (586) 574-4645

# Subdivision Final Plat Procedure

1. Submit one (1) completed application and twenty (20) plat plans for Subdivision Final 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. **City of Warren Subdivision Regulations, Section 35-24 of the Code of Ordinances – Final Approval of Preliminary Plat** shall be followed.
  - a. The Planning Department shall provide a written report of findings and recommendations to the Public Service Director. The Public Service Director, upon review of the Subdivision Preliminary Plat that meets all requirements, shall forward the Subdivision Preliminary Plat to the City Council.
  - b. The City Council shall consider and review the Subdivision Preliminary Plat at its next meeting, or within twenty (20) days from the date of verified compliance with all conditions of tentative approval of the Subdivision Preliminary Plat. The City Council shall give final approval of the Subdivision Preliminary Plat, if the applicant has met all conditions laid down for approval of the plat, or reject the plat and advise the applicant of the reasons for the rejection. The twenty (20) day period for consideration by the City Council may be extended if the applicant consents.
4. **City of Warren Subdivision Regulations, Section 35-25 of the Code of Ordinances – Final Plat.**

The procedure for preparation and review of the Subdivision Final Plat shall be as follows:

- a. Requirements:
  1. The Subdivision Final Plat shall comply with the provisions of the Subdivision Control Act.
  2. The Subdivision Final Plat shall conform to the Subdivision Preliminary Plat, as approved, and shall constitute only that portion of the approved Subdivision Preliminary Plat which the subdivider proposed to record and develop at that time; provided, however, that such portion conforms to the City of Warren Subdivision Regulations.
  3. A written application for approval and the filing and recording fees required by Section 241 of the Subdivision Control Act shall accompany all Subdivision Final Plats.

b. Filing and review:

1. One (1) mylar and not less than twenty-five (25) copies of the Subdivision Final Plat shall be filed with the City Clerk. The subdivider shall deposit such sums of money, as required by the City of Warren Subdivision Regulations, or any other ordinance of the City, with the City Treasurer.
2. The Subdivision Final Plat shall be reviewed by the Public Service Director as to compliance with the approved Subdivision Preliminary Plat and plans for utilities and other improvements.
3. The Public Service Director shall notify the City Council of their recommendations for approval or rejection of the Subdivision Final Plat.

c. Final Approval:

1. The City Council shall consider and review the Subdivision Final Plat at its next meeting, within twenty (20) days from the date of submission to the City Clerk.
2. If the Subdivision Final Plat meets all requirements, the City Council shall prepare a resolution of approval of the Subdivision Final Plat and authorize the City Clerk to sign the plat on behalf of the City.
3. If the Subdivision Final Plat does not meet all requirements, the City Council shall reject the plat and specify the reasons for the rejection.
4. Upon approval of the Subdivision Final Plat by the City Council, the subsequent approvals shall follow the procedure set forth in the Subdivision Control Act. The mylar copy shall be forwarded to the Clerk of the County Plat Board.



**CITY OF WARREN  
PLANNING COMMISSION**

LORI M. STONE, MAYOR  
ONE CITY SQUARE, STE. 315  
WARREN, MICHIGAN 48093-5283  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# Specifications for Subdivision Final Plat Plan Drawings

The plat plan drawing for the Subdivision Final 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 Final 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.