



**CITY OF WARREN
PLANNING COMMISSION**

ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283

CONTACT THE PLANNING DEPARTMENT
PHONE: (586) 574-4687 FAX: (586) 574-4645

REZONING APPLICATION

☐ **STANDARD REZONING**

- \$1,750 up to, and including, 2 acres

☐ **REZONING WITH CONDITIONS**

- \$2,500 up to, and including, 2 acres

☐ **PLANNED UNIT DEVELOPMENT (PUD) REZONING**

- \$2,500 up to, and including, 2 acres

+ \$50 per additional acre, or portion thereof (fee rounds up)

REZONING SIGN DEPOSIT: \$500

(Application effective 3-28-25) (Fee effective 3-25-25)

PLEASE TYPE OR PRINT

DESCRIPTION OF PROPOSED CHANGE IN USE (based on Letter of Intent): _____

CURRENT ZONING DISTRICT(S): _____ PROPOSED ZONING DISTRICT(S): _____

ADDRESS OF PROPERTY: _____

PARCEL P.I.N.: 12-13-

Attach additional sheet(s) if more than one address/parcel

LEGAL OWNER: _____

(PRINT) Contact Name & Company Phone Email

Address City/State/Zip

PROFESSIONAL*: _____

(PRINT) Contact Name & Company Phone Email

**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 shall be completed) Date

Signature of Professional (Site Plan Preparer) Date

Signature of Applicant (Representative for Development) Date

REZONING 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.

- ☐ 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. If the owner is different from the applicant, signatures from the owner and applicant are required on the affidavit.
- ☐ The property owner shall be listed on the application and Affidavit of Ownership of Land. If the owner is a business or LLC, a person's contact name is required in addition to the company name.
- ☐ For communication purposes, provide phone numbers and email addresses for each person listed on the application.
- ☐ 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 two (2) separate checks payable to the *City of Warren* for the applicable rezoning and sign deposit fees as stated on the application. The sign deposit will be returned when the project is completed.
- ☐ If this is a Planned Unit Development (PUD) or a Conditional Rezoning, the proposed Legal Agreement shall be included in the application packet.
- ☐ Submit a Letter of Intent describing the reason for the rezoning request, the proposed use of the property, and detailing any hardships, if any, that have occurred in developing the property as currently zoned.
- ☐ Submit twenty-five (25) individual copies of conceptual site 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 conceptual site plans.
- ☐ Submit thirteen (13) individual copies of property surveys, describing the existing Zoning District(s) and the resultant Zoning District(s), 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 containing the property legal description in Word format, along with an electronic PDF version of all submitted plans.
- ☐ Provide the current and proposed zoning districts on the application.
- ☐ Provide a site data chart on the conceptual site plan.
- ☐ Provide a location map on the conceptual site plan.

NOTE: If the property has any delinquent taxes, your application packet will not be accepted.

Signature of Applicant: _____ 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 all plans as received.
3. Let the applicant know the Planning Commission meeting date.
4. Make a copy of the checks.
5. Put a brief description on the agenda.



AFFIDAVIT OF OWNERSHIP OF LAND

I, _____,
Name of Individual (Owner)

THE _____ OF _____
Title of Officer 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 / _____ RECORDED LAND CONTRACT PURCHASER 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 of Officer 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: _____

NOTICE TO OWNER

**IF ANOTHER REPRESENTATIVE APPEARS ON YOUR BEHALF, THE REPRESENTATIVE SHALL
CONTACT THE PLANNING DEPARTMENT BY LETTER OR EMAIL AND MAKE THEMSELVES KNOWN.
FAILURE TO ANSWER ANY QUESTIONS FROM THE PLANNING COMMISSION MAY RESULT IN YOUR
REQUEST BEING POSTPONED OR DENIED. IT IS RECOMMENDED THAT YOU APPEAR IN PERSON.**



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



**CITY OF WARREN
PLANNING COMMISSION**

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

Rezoning Procedure

- Please be sure to thoroughly review the attached *“Rezoning Procedure”*, *“Preparation of Plans by a Licensed Professional”*, *“Conceptual Site Plan Specifications”*, and *“Property Survey Specifications”* sections.

We suggest the applicant provide a copy of the *“Preparation of Plans by a Licensed Professional”*, *“Conceptual Site Plan Specifications”*, and *“Property Survey Specifications”* sections to the licensed professionals who will be preparing the required plans.

Failure to include the required information on the submitted plans may result in a delay of the review and approval process.

- The attached Affidavit of Ownership of Land shall be completed and submitted with the application.
- A Letter of Intent describing the reason for the rezoning request, the proposed use of the property, and detailing any hardships, if any, that have occurred in developing the property as currently zoned shall be submitted with the application.
- An applicant’s request to postpone a public hearing shall demonstrate an undue hardship on the applicant AND indicate a date certain for the future public hearing to occur. Two (2) requests for postponement are allowed per petition, barring any unforeseen circumstances.
- Rezoning approval does not waive or override the City of Warren’s Building and Fire Codes and all other applicable requirements that may apply.
- By signing the application, permission is granted for the Planning Staff and Planning Commission Members to enter the subject property for purposes of gathering information to review the request.
- By signing the application, you acknowledge there are no refunds for any reason.

STANDARD REZONING PROCEDURE:

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the proposed rezoning in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, check off list, Affidavit of Ownership of Land, Letter of Intent, required plans, and the applicable fees shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of any/all conceptual site plans and property surveys, along with a Word version of the legal description, shall be included with all submittals.**
3. In addition to the application fee, the applicant shall also provide a **separate \$500 rezoning sign deposit** at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and will remain until after the City Council public hearing. When the project is completed, the rezoning sign will be removed by the City and the \$500 rezoning sign deposit will be returned to the applicant.
4. Rezoning 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**.
5. The Planning Commission will hold a public hearing and issue their recommendation regarding the rezoning 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.
6. 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**.
7. City Council will hold a public hearing and either approve, approve with conditions, or deny the rezoning request.
8. If the request is approved, an ordinance and rezoning map are filed with the City Clerk. The City Clerk publishes the official ordinance and rezoning map in a local newspaper, and the rezoning will take effect seven (7) days from the date of publication.

REZONING WITH CONDITIONS PROCEDURE:

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the proposed rezoning with conditions in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, check off list, Affidavit of Ownership of Land, Letter of Intent, required plans, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of any/all site plans, landscape plans, building elevation plans, floor plans, property surveys, and lighting (photometric) plans, along with a Word version of the legal description, shall be included with all submittals.**
3. In addition to the application fee, the applicant shall also provide a **separate \$500 rezoning sign deposit** at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and will remain until after the City Council public hearing. When the project is completed, the rezoning sign will be removed by the City and the \$500 rezoning sign deposit will be returned to the applicant.
4. The applicant shall provide a list of conditions to the Planning Department that addresses important issues associated with the site. The list of conditions shall be forwarded to the Attorney's Office to be placed in proper form representing a Legal Agreement between the owner and the City. The Legal Agreement shall remain fluid throughout the entire process until a final decision is made by City Council.
5. Conditional rezoning 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**.
6. The Planning Commission will hold a public hearing and issue their recommendation regarding the conditional rezoning 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.
7. 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**.
8. City Council will hold a public hearing and either approve, approve with conditions, or deny the conditional rezoning request.
9. If the request is approved, an ordinance, rezoning map, and Legal Agreement are filed with the City Clerk. The Attorney's Office sends the Legal Agreement to get recorded with the Macomb County Register of Deeds, and the City Clerk publishes the official ordinance and rezoning map in a local newspaper. The conditional rezoning will take effect seven (7) days from the date of publication.

PLANNED UNIT DEVELOPMENT (PUD) REZONING PROCEDURE:

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the proposed PUD rezoning in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, check off list, Affidavit of Ownership of Land, Letter of Intent, required plans, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of any/all site plans, landscape plans, building elevation plans, floor plans, property surveys, and lighting (photometric) plans, along with a Word version of the legal description, shall be included with all submittals.**
3. In addition to the application fee, the applicant shall also provide a **separate \$500 rezoning sign deposit** at the time of application submittal. A rezoning sign will be posted on the site by the City prior to the Planning Commission public hearing and will remain until after the City Council public hearing. When the project is completed, the rezoning sign will be removed by the City and the \$500 rezoning sign deposit will be returned to the applicant.
4. The applicant shall provide a conceptual site plan to the Planning Department indicating the total development of the site and a Legal Agreement addressing all details that may or may not differ from the requirements of the Zoning Ordinance. The conceptual site plan and the Legal Agreement shall be forwarded to the Attorney's Office to be reviewed and placed in proper form to meet all general requirements of the City. The conceptual site plan and Legal Agreement shall remain fluid throughout the entire process until a final decision is made by City Council.
5. Planned Unit Development (PUD) rezoning 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**.
6. The Planning Commission will hold a public hearing and issue their recommendation regarding the Planned Unit Development (PUD) rezoning 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.
7. 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**.
8. City Council will hold a public hearing and either approve, approve with conditions, or deny the Planned Unit Development (PUD) rezoning request.
9. If the request is approved, an ordinance, rezoning map, and Legal Agreement are filed with the City Clerk. The Attorney's Office sends the Legal Agreement to get recorded with the Macomb County Register of Deeds, and the City Clerk publishes the official ordinance and rezoning map in a local newspaper. The Planned Unit Development (PUD) rezoning will take effect seven (7) days from the date of publication.



**CITY OF WARREN
PLANNING COMMISSION**

ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283

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

Preparation of Plans by a Licensed Professional

A completed application, check off list, Affidavit of Ownership of Land, Letter of Intent, Legal Agreement, if applicable, required plans (hard copy and electronic), and the applicable fees shall be submitted to the Planning Department. Please make checks payable to the *City of Warren*.

All plans necessary for rezoning approval (hard copy and electronic) 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. A seal and signature that only appears on the cover sheet of a "conceptual site plan packet" is not acceptable. All individual sheets designated as the "conceptual site plan" shall contain the seal and signature of the professional.

All plans shall be on a minimum 24" x 36" size paper using a minimum Engineer's scale of 1" = 10'.

The following prescribes the type and quantity of plans the Planning Department requires for your petition:

REZONING:

Conceptual Site Plans: 25 copies*

Property Surveys: 13 copies*

NOTE: Please provide the exact number of plans listed. If you submit multiple sets of plans that are not needed, the Planning Department may not accept your application packet.

- * **An electronic PDF version of any/all conceptual site plans and property surveys, along with a Word version of the legal description, shall be included with all submittals.**

NOTE: The Planning Commission may require a traffic study, Phase I Environmental Assessment, or any other applicable study on the subject property if the Commission believes there may be a health, safety, and/or welfare concern.



**CITY OF WARREN
PLANNING COMMISSION**

ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283

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

Conceptual Site Plan Specifications

Please be sure to include all of the information listed below on your conceptual site plan:

A. Title Block

1. Project Name and Address
2. Designer Name and Address
3. Drawing Date
4. North Arrow with Drawing Scale
5. Embossed/Stamped and Signed Seal

B. Property Description

1. Legal Description (match or update City records)
2. P.I.N. Number(s)
3. Property Lines, Bearings, and Distances
4. Small Location Map
5. Subdivision Platted Easement(s)
6. Cross Access Easement(s)
7. Joint Parking Agreement(s)
8. Radii Encroachment Agreement(s)
9. Joint Driveway Access Easement(s)
10. Drainage Easement(s)
11. 100- and 500-year Flood Plain Boundaries
12. Acreage of proposed earth disturbance

C. Zoning Ordinance Requirements

1. List all dimensional and use variances granted to the property
2. Provide setbacks for all structures, impermeable and permeable parking areas, storage areas, etc. (measured to property lines)
3. Site Data Chart shall contain the following:
 - a. Use (both existing and proposed)
 - b. Zoning District(s) and setbacks (required, existing, and proposed)
 - c. Site area (square footage or acreage)
 - d. Area of existing structure(s)
 - e. Area of proposed structure(s)
 - f. Gross structure area
 - g. Structure height
 - h. Open storage area
 - i. Outdoor sales area
 - j. Parking requirements for use
 - k. Existing parking area(s)
 - l. Proposed parking area(s)
 - m. International Building and Fire Code
 - n. Michigan Building Code (use group)
 - o. Acreage of proposed earth disturbance
 - p. ADA Code (name)

D. Structures (dimensioned on the conceptual site plans)

1. Principal Structure(s)
2. Accessory Structure(s)
3. Trash Enclosure(s)
4. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)
5. Utility Pole(s), Fire Hydrant(s), Manhole(s)
6. Signage
7. Flood Plain Floor Elevations
8. Storage Area(s)
9. Proposed areas for stormwater treatment and detention facilities (if applicable)
10. All trees having a minimum caliper of three (3) inches in diameter
11. All existing natural vegetation features

E. Impermeable Surface Areas (dimensioned on the conceptual site plans)

1. Parking Area(s)
2. Driveway(s) (twenty-six (26) foot minimum)
3. Concrete Curbing
4. Concrete Strips
5. Bumper Curbs
6. Public/Private Sidewalk(s)
7. Roof Area (all structures)

F. Parking Areas and Circulation (dimensioned on the conceptual site plans)

1. Parking Area(s)
2. Barrier-Free Parking Space(s)
3. Loading Zone(s)
4. Maneuvering Lane(s)
5. Vehicle Circulation Arrows

G. Abutting Properties (within fifty (50) feet)

1. Zoning District(s)
2. Structure(s) and uses of close proximity
3. Driveway(s)
4. Sidewalk(s)
5. Parking Area(s)
6. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)

H. Public/Private Streets and Roads (dimensioned on the conceptual site plans)

1. Name and Class (thoroughfare, collector, residential)
2. Defined Centerline
3. Existing and Planned Rights-of-Way
4. Public Alley(s), Walkway(s), etc.



**CITY OF WARREN
PLANNING COMMISSION**

ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283

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

Property Survey Specifications

PROPERTY SURVEY SPECIFICATIONS

A property survey indicating requirements A through G below, signed, sealed, and certified by a professional Land Surveyor licensed by the State of Michigan and presented on a 24" x 36" sheet of paper, shall be provided. An accurate property survey ensures the development presented is as it exists. A property survey will also enable your professional to provide you with a higher quality product.

The property survey shall be separate from the conceptual site plan and needs to clearly and correctly indicate the following:

- A.** A correct depiction of the property lines, bearings, and distances of the subject property;
- B.** The legal owner(s), address, parcel number, legal description, and applicant/representative;
- C.** Platted underlying subdivision lines (grayscale), cross access, joint driveway access, and utility and drainage easements;
- D.** Joint parking and radii encroachment agreements;
- E.** Features, structures, irons, and improvements on, under, or above the surface of the property;
- F.** Contour lines for elevations may be required depending upon site location; and
- G.** Surveyor's Certification stating the following, or similar language as determined by the surveyor:

SURVEYOR'S CERTIFICATION

I hereby certify that I have surveyed the property herein described. The elevations shown hereon are based on a field survey and the drawing hereon delineated is a correct representation of the same. I have complied with the survey requirements of Sec. 3 of Public Act 132 of 1970, as amended.