



**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

SUBDIVISION FINAL PLAT APPLICATION

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

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

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

*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 _____

SUBDIVISION FINAL PLAT REVIEW

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 a check payable to the *City of Warren* for the applicable fee as stated on the application.
- ☐ Submit a Letter of Intent containing a detailed description of the project.
- ☐ Submit twenty (20) individual copies of subdivision final plat 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 subdivision preliminary plat plans.
- ☐ Submit two (2) individual copies of property surveys 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 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 subdivision final plat plans.
- ☐ Provide a site data chart on the subdivision final plat plans.
- ☐ Provide a location map on the subdivision final plat plans.

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): _____

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 check.
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



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Subdivision Final Plat Procedure

1. A completed application, check off list, Affidavit of Ownership of Land, Letter of Intent, and required plans shall be submitted to the Planning Department 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) individual copies of the Subdivision Final Plat shall be filed with the City Clerk. The subdivider shall deposit with the City such sums of money as required by the City of Warren Subdivision Regulations, or any other ordinance of the City.
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.



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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 subdivision final plat plans 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.
2. Subdivision final plat plans shall have a minimum scale of 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, Landscape Architect, or AICP Planner who prepared the subdivision final plat plans, and the date of preparation.
5. Location of the subdivision, giving the numbers of the section, town, and range, and the 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); and
 - i. Superimpose topographical mapping.
7. The applicant shall provide a topographical property survey of the proposed subdivision and all properties 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 rights-of-way;
 - b. Proposed connections with existing or future streets;
 - c. Width and location of public walkways; and
 - d. Rights-of-way and easements showing their 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 rights-of-way of abutting streets, county roads, or state trunkline 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 shall 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.