



**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 PRELIMINARY 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 PRELIMINARY 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 preliminary 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 preliminary plat plans.
- ☐ Provide a site data chart on the subdivision preliminary plat plans.
- ☐ Provide a location map on the subdivision preliminary 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 Preliminary 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 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*” section.
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 subdivision preliminary 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 preliminary 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 preliminary 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 line;
 - 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.