



**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

APPLICATION FOR VACATING A PUBLIC WAY, PUBLIC UTILITY EASEMENT, OR SUBDIVISION PLAT (OR PART OF)

- ☐ ALLEY
☐ ROADWAY
☐ WALKWAY
☐ PUBLIC UTILITY EASEMENT
☐ SUBDIVISION PLAT (OR PART OF)

Fee: \$600

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

PLEASE TYPE OR PRINT

PURPOSE OF VACATION REQUEST: _____

DESCRIPTION AND LOCATION OF PUBLIC WAY/PUBLIC UTILITY EASEMENT/SUBDIVISION PLAT (OR PART OF)
TO BE VACATED: _____

(Attach additional sheet(s), if needed)

LEGAL OWNER: _____

(PRINT) Contact Name & Company Phone Email

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 Applicant *(Designated Representative)* Date

LIST EACH SUBDIVISION AND THE LOTS WITHIN IT THAT ABUT THE PROPOSED PUBLIC WAY, PUBLIC UTILITY
EASEMENT, OR SUBDIVISION PLAT (OR PART OF) TO BE VACATED:

Subdivision name: _____

Lot(s) affected: _____

Subdivision name: _____

Lot(s) affected: _____

Subdivision name: _____

Lot(s) affected: _____

VACATION 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 abutting property/lot owner(s) shall be listed on the application and Affidavit of Ownership of Land. If the abutting property/lot owner(s) 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 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-five (25) individual copies of the subdivision plat and highlight the area to be vacated.
- ☐ For alley, roadway, walkway, or public utility easement vacations, submit a notarized petition that has been signed by at least sixty percent (60%) of the abutting property/lot owners. Petitions with less than sixty percent (60%) signatures will not be accepted.

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 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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Procedure for Vacating a Public Way, Public Utility Easement, or Subdivision Plat (or part of)

1. Complete the application packet and submit it to the Planning Department, along with a copy of the subdivision plat in question, requested area to be vacated, and the signed and notarized petition.
2. Obtain signatures on the **attached petition** of a minimum of sixty percent (60%) of the owners of land abutting only the public way or public utility easement to be vacated.
3. Vacation 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**.
4. The Planning Commission will hold a public hearing and issue their recommendation regarding the vacation 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.
5. 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**.
6. City Council will hold a public hearing and either approve, approve with conditions, or deny the vacation request.
7. If the request is approved, a resolution is filed with the City Clerk. Any conditions applied to City Council's approval of the request shall be completed before the City Clerk will record a certified copy of the resolution with the Macomb County Register of Deeds. **Approval of the vacation will be revoked if the applicant does not complete the conditions imposed by the resolution within two (2) years.**
8. A complaint shall be filed by the petitioner in Circuit Court to vacate the area of concern. As part of the proceedings in Circuit Court, a new revised subdivision plat shall be prepared reflecting the changes. The revised plat shall be recorded with the Macomb County Register of Deeds.

As an alternative, the petitioner may, by non-judicial process, relinquish the public way or public utility easement by written agreement between certain affected parties.

A copy of the court order or relinquishment and the recorded documents shall be provided to the Planning Department, Assessing Department, Attorney's Office, Building Division and City Clerk.

