What is the subdivision review process?

The subdivision review process has been established by the State of Michigan Land Division Act.

While the flowchart provides an overview of the Township approval process, applicants should closely review the Shelby Township Subdivision Regulations (Article IV, Chapter 30 Land Development, Shelby Code of Ordinances) and the State Land Division Act for all procedures and requirements of the plat review and approval process. Applicants are encouraged to schedule a pre-application meeting as provided for in the Land Division Act.
Subdivisions

Preliminary Plat

What is required for tentative preliminary review of the preliminary plat?
The following must be submitted:
- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant’s driver’s license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Seventeen (17) copies of the preliminary plat, section map (at 200’ scale) with subdivision superimposed, and tree inventory.
- Seventeen (17) copies of the Development Impact Statement and/or Traffic Impact Study, if applicable.
- Proof that preliminary plat was submitted to school district.
- Comments from Macomb County Plat Coordinating Committee.
- Review fees.

What is required for final preliminary review of the preliminary plat?
The following must be submitted for final preliminary review of the preliminary plat:
- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant’s driver’s license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Seventeen (17) copies of the preliminary plat, section map (at 200’ scale) with subdivision superimposed, and tree inventory.
- Summary of changes incorporating all comments made during tentative review.
- Certificate of insurance in the amount of $500,000 naming the Charter Township of Shelby as an additional insured party.
- Comments from Macomb County Road Commission and Drain Commissioner.
- Approval of Michigan Department of Environmental Quality (if applicable).
- Review fees.

What information must be included on a preliminary plat?
Preliminary plats submitted for tentative approval must include the information required by Section 30-133(b) of the Shelby Township Subdivision Regulations (Article IV, Chapter 30 Land Development, Shelby Code of Ordinances).

For final approval, preliminary plats must include the information required by Section 30-133(g) of the Shelby Township Subdivision Regulations (Article IV, Chapter 30 Land Development, Shelby Code of Ordinances). Plats must demonstrate compliance with all applicable subdivision design standards, other Township regulations and those of any other agency having jurisdiction.

What are the submission deadlines for tentative and final preliminary plat review?
Preliminary plats must be submitted at least fourteen (14) days prior to a regularly scheduled Planning Commission meeting.

Applications for subdivision review must be filed with the Office of the Township Clerk.
What is required for final plat review?
The following must be submitted for final review of the final plat:

- One (1) completed Application Form with original signatures of the legal owner and applicant.
- One (1) completed Applicant Information Form with one (1) readable copy of both sides of the applicant’s driver’s license attached (fax copies will not be accepted).
- One (1) original notarized Affidavit of Ownership and supporting ownership documentation.
- Fourteen (14) copies of the final plat.
- One (1) mylar of the final plat.
- One (1) mylar (at 200’ scale) of the final plat.
- One (1) digital version of final plat on compact disc.
- Two (2) signed sets of subdivision restrictions.
- Title policy.
- Certificate of insurance in the amount of $500,000 naming the Charter Township of Shelby as an additional insured party.
- Subdivision Association Articles of Incorporation and Bylaws.
- Grading plan.
- Escrow payments for sanitary sewer, water mains, storm sewer, paving, monuments and iron, sidewalks on major streets, and stub street signs.
- Fees for street signs, subdivision entrance lights, subsurface drainage, and lake construction (if applicable).
- Inspection and review fees.

The final plat shall conform substantially to the preliminary plat as approved. The final plat shall also comply with the provisions of the State of Michigan Land Division Act.
Common Questions

Do I need to attend any meetings?
You will be notified of all meetings with your subdivision proposal on the agenda.

It is strongly recommended that you have representation at all meetings at which your proposal will be discussed.

Action may be taken by the Planning Commission or Township Board whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available to answer questions.

How long is approval valid?
Tentative approval of a preliminary plat is valid for twelve (12) months from the date of tentative approval.

Approval of a final preliminary plat is valid for twenty four (24) months from the date of final approval.

Application for review of a final plat will not be accepted upon expiration of the preliminary plat.

Does final approval allow me to begin construction?
Upon final approval of the final preliminary plat, approval of the engineering plans, issuance of all necessary permits, construction of site improvements may begin.

No building permits shall be issued for any residential construction other than for the erection of a sales model unless and until the Township has approved and accepted all public improvements installed.

How do I apply for a tree permit?
Tree permits are processed as part of preliminary plat review; a separate application is not required.

A tree inventory must be submitted with the preliminary plat (unless the Township Board approves an optional sketch after recommendation by the Planning Commission).

Tree permits are approved by the Township Board, upon recommendation by the Planning Commission, simultaneous with the approval of the final preliminary plat.

Prior to issuance of the permit, final engineering approval is required and protective fencing must be installed and inspected.

Tree removal is limited to the construction of the roads and utilities; trees on individual lots may not be removed until the building permit for the lot has been issued by the Building Department.

What other permits and procedures should I be aware of?

- If there is a lake or retention pond, an Earth Removal Permit and/or Lake Construction Permit will be required.
- Facilities Easement, a Storm Water Facilities Construction Agreement, and a Retention Basin Operation and Maintenance Agreement must be submitted for review and approval by the Township Attorney.
- There may be a number of other reviews and permits required by other County and State agencies. Applicants are encouraged to schedule a pre-application meeting as provided for by the Land Division Act.

Who do I contact if I have more questions?
Contact the Shelby Township Planning and Zoning Department at:

Phone: (586) 726-7243
Email: planning@shelbytwp.org
Address: 52700 Van Dyke
Shelby Township, MI 48316
APPLICATION FORM
PLANNING COMMISSION REVIEW

Office Use
Application No. __________ Review Fee __________ Engineering Fee __________ Tree Permit Fee __________
Date Received __________ Receipt No. __________ Receipt No. __________ Receipt No. __________

I. TYPE OF REVIEW
☐ SITE PLAN ☐ SPECIAL LAND USE ☐ REZONING ☐ CLASS A NONCONFORMING USE
☐ PUD PRELIMINARY ☐ PUD FINAL ☐ SITE CONDO PRELIMINARY ☐ SITE CONDO FINAL
SUBDIVISION: ☐ TENTATIVE PRELIMINARY PLAT ☐ FINAL PRELIMINARY PLAT ☐ FINAL PLAT

II. APPLICANT (A completed Applicant Information Form must accompany this application.)
APPLICANT’S NAME ____________________________________________
ADDRESS __________________________________________________________
CITY __________________________ STATE ________________ ZIP __________
PHONE _________________________ EMAIL ____________________________

III. PROPERTY INFORMATION
PROPERTY ADDRESS _____________________________________________
GENERAL LOCATION ____________________________________________
LEGAL DESCRIPTION ☐ ATTACHED ☐ ON SITE PLAN
PROPERTY IDENTIFICATION NO. ______________________________________
PROPERTY SIZE (acres) __________________________ FRONTAGE (feet) ______
EXISTING ZONING _____________________________________________
PROPOSED USE ________________________________________________
# OF UNITS PROPOSED: __________________________________________
SIZE OF PROPOSED STRUCTURE(S) (square feet) ________________

IV. SITE PLAN INFORMATION
SITE PLAN PREPARED BY __________________________________________
CONTACT NAME _________________________________________________
ADDRESS ________________________________________________________
CITY __________________________ STATE ________________ ZIP __________
PHONE _________________________ EMAIL ____________________________

V. SIGNATURES (This application form must be signed by both the applicant and legal owner of the property.)
The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

_________________________________ SIGNATURE OF APPLICANT
(Print/type name of applicant)

_________________________________ SIGNATURE OF LEGAL OWNER
(Print/type name of legal owner)
APPLICANT INFORMATION FORM

Office Use
Application No. _______________ Date Received _______________ Copy of driver’s license attached? □ Yes □ No

I. TYPE OF APPLICATION (The appropriate Application Form must accompany this form.)
☐ SITE PLAN ☐ SPECIAL LAND USE ☐ TREE PERMIT ☐ CLASS A NONCONFORMING USE
☐ ZONING BOARD OF APPEALS ☐ REZONING ☐ MINOR TEMPORARY USE
☐ CONDOMINIUM SUBDIVISION ☐ SUBDIVISION ☐ SIGN PERMIT

II. APPLICANT INFORMATION

NAME ____________________________________________
ADDRESS __________________________________________
CITY __________________________ STATE __________ ZIP __________
PHONE __________________________ EMAIL __________________
DATE OF BIRTH ____________________________
DRIVER’S LICENSE NUMBER __________________________
(A copy of both side of the applicant’s driver’s license must be attached. Fax copies will not be accepted.)

III. SIGNATURE

The undersigned deposes that the foregoing statements and answers and accompanied information are true and correct.

_____________________________________________________
SIGNATURE OF APPLICANT

__________________________
(Print/type name of applicant)
AFFIDAVIT OF OWNERSHIP OF LAND

STATE OF MICHIGAN
COUNTY OF

I/We _______________________________
Name(s)
of _______________________________
Address City State Zip Phone
of _______________________________

being duly sworn, depose(s) and say(s) as follows:

1. The owner(s) of the property described on the attached
   □ Warranty Deed □ Land Contract □ Other Document (specify)
is/are as follows:

   Name Address
   ____________________________________________
   Name Address
   ____________________________________________
   Name Address
   ____________________________________________
   This property is the subject of a ___________________________
   Type of application
   Application submitted to the Charter Township of Shelby.

2. I/We authorize _______________________________
   Name(s)
of _______________________________
   Title(s) Name of Company
   Address City State Zip Phone
   to be my/our designated representative(s) in the processing of the application and to make representations and commitments on my/our behalf in connection with obtaining approval of my/our request.

________________________________________
Signature of property owner

________________________________________
Title of property owner (if applicable)

(Print/type name of property owner)

Subscribed and sworn to before me on
the ______ day of __________________, 20______.
________________________________________, Notary Public
________________________________________ County, Michigan

My commission expires: __________________