



APPLICATION – SUBDIVISION REVIEW

Planning Department • 1401 W. Herbison Road • DeWitt, MI 48820
Phone: 517/669-6576 • Fax: 517/669-6496

Applicant– Please check one of the following:	
<input type="checkbox"/>	Sketch Plan
<input type="checkbox"/>	Tentative Preliminary Plat
<input type="checkbox"/>	Final Preliminary Plat
<input type="checkbox"/>	Final Plat

<u>PLANNING DEPARTMENT USE ONLY</u>	
Application Received:	_____
Case #:	_____
Tax ID:	_____
Fee:	_____
Receipt #:	_____

I. APPLICANT INFORMATION

Applicant Name _____
 Address _____
 Telephone Number _____ Interest in Property (owner, tenant, option, etc.) _____
 Contact Person _____ Telephone Number _____
 Email _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed authorization from the owner. I, property owner, consent to allow the applicant to move forward with their proposal as described on this document.

Printed Name _____ Date _____
 Signature _____

II. REQUEST DESCRIPTION

Subdivision Name _____ # of Phases Subject to this Application _____
 Number of Lots _____
 Please state the intended use(s) in the proposed subdivision (i.e. single family residential, commercial, industrial, etc.)

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon to verify compliance with the terms and conditions of any plat approval issued as a result of this application.

Signature _____ Date _____

III. APPLICATION MATERIALS

The following are checklists of items that generally must be submitted with applications for the various Subdivision Reviews. **Each checklist is provided only as a guide. The complete submittal requirements for each type of review are listed in the Township's Subdivision Control Ordinance.** The corresponding section of the ordinance is listed below with the checklist. Applicants are responsible for providing any and all information required by Township Ordinance and the State Land Division Act. Incomplete applications will not be processed.

All requests must be accompanied by a fee, as established by resolution of the Township Board. The fees noted in the checklist are subject to change and are based on the most recent resolution of the Board:

A. **Sketch Plan** (see Sec. 101-3.1)

- Completed Application form
- 2 copies of Sketch Plan that meets the requirements of Sec. 101-3.12
- Fee: \$70.00

B. **Tentative Preliminary Plat** (see Sec. 101-3.21)

- Completed Application form
- 25 copies of the Preliminary Plat (must meet requirements of sec. 101-3.21(a))
- Legal description of the property
- Written statement of the intended use of the proposed plat
- Title insurance/legal opinion showing property owners and existing deed restrictions, easements, etc.
- Requests for variances or waivers (if applicable)
- Report of soil limitations (if seeking waiver to public sewer requirement)
- Copies of proposed covenants or deed restrictions (if applicable)
- Names and addresses of abutting property owners
- Fee: \$630.00 + \$5.00 per lot

C. **Final Preliminary Plat** (see Sec. 101-3.23)

- Completed Application form
- 25 Copies of Preliminary Plat
- 2 copies of Street Lighting Plan
- 3 copies of Final Grading Plan w/ 1st floor elevations of structures
- 25 copies of Percolation Tests (if not served by public sewer)
- Reviews from all agencies listed in Sec. 101-3.22(e)
- Approvals for engineering of water and sanitary sewer systems
- Fee: \$100.00 + \$5.00 per lot

D. **Final Plat** (see Sec. 101-3.31)

- Completed Application form
- Final Plat with required signatures
- Proof of Ownership: Title Opinion/Title Insurance
- Letter from Lansing Board of Water and Light indicating that the public water system has been accepted
- Any outstanding items necessary to accept the sanitary sewer system
- Financial Guarantee for incomplete improvements
- Copies of Proposed Covenants or Deed Restrictions (if applicable)
- Fee: \$315.00 + \$5.00 per lot

V. **APPLICATION DEADLINES**

- A. **Sketch Plan** – Applications for Sketch Plan review may be submitted at any time. Once the review is complete, Planning Department staff will send a letter to the applicant advising of any changes or revisions that may be necessary prior to making application for Tentative Preliminary Plat.
- B. **Tentative Preliminary Plat** – Complete applications must be received a minimum of ten (10) days in advance of a Planning Commission meeting. The application will be received by the Commission at that meeting, and a public hearing will be scheduled on the agenda of the following month's meeting. The Planning Commission will make a recommendation to the Board of Trustees, which has the final authority to approve or deny a Tentative Preliminary Plat.

Planning Commission meetings are held on the first Monday of every month. The Board of Trustees will consider recommendations from the Planning Commission at their regular meeting on the fourth Monday of the month, UNLESS the recommendation is made in December, when it will be considered at the regular meeting on the second Monday in January. If any Monday is a Township recognized holiday, the meeting is held on the following day (Tuesday).

- C. **Final Preliminary Plat** – Complete applications must be received at least two (2) weeks in advance of a Planning Commission meeting. The application will be reviewed by the Commission at that meeting. The Planning Commission will make a recommendation to the Board of Trustees, which has the final authority to approve or deny a Final Preliminary Plat.

Planning Commission meetings are held on the first Monday of every month. The Board of Trustees will consider recommendations from the Planning Commission at their regular meeting on the fourth Monday of the month, UNLESS the recommendation is made in December, when it will be considered at the regular meeting on the second Monday in January. If any Monday is a Township recognized holiday, the meeting is held on the following day (Tuesday).

- D. **Final Plat** – Complete applications must be submitted at least ten (10) days in advance of a regular meeting of the Township Board of Trustees. The Board of Trustees has the final authority to approve or deny the Final Plat. Board meetings are held on the second and fourth Monday of every month, EXCEPT that there is no meeting on the fourth Monday in December. If any Monday is a Township recognized holiday, the meeting is held on the following day (Tuesday).

VI. **STAFF REPORT**

The Planning Department Staff will prepare a report to the Township Board of Trustees and/or the Planning Commission regarding an application for Subdivision Review. The report will explain the request and review whether it complies with the standards in the Subdivision Control Ordinance. Staff will present the findings of that report during the meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the meeting and can be mailed, emailed, or picked up by the applicant in the Planning Department.