

Request Number: _____

Filing Fee _____

APPLICATION FOR SUBDIVISION

- All drawings must professionally prepared and sealed by a licensed professional surveyor.
- 15 copies of a complete application and plans (and a PDF) must be submitted to the Township Clerk's office **not less than thirty days** the Planning Commission meeting to allow adequate staff review.
- Incomplete applications will be returned to the applicant by the Zoning Administrator.
- The Township Board has final approving authority for Subdivisions. After Planning Commission recommendation, the Township Board may approve (with or without conditions) or deny a subdivision. If approved, no final approval is given until all required conditions are met.
- If approved, all other required township, county, state, and federal permits must be secured before construction may commence.
- It shall be unlawful to excavate, construct, enlarge, alter or permit the use or occupancy of a building or structure or change the use of a building until a Certificate of Zoning Compliance has been issued by the Zoning Administrator.
- No excavation shall be initiated, no construction may begin, no building shall be erected, altered, moved, razed and no structural alterations (including but not limited to porches, deck, patios, terraces) shall be initiated until a Certificate of Zoning Compliance has been issued by the Zoning Administrator and where required, a Building Permit has been issued by the Building Inspector. A building permit shall not be issued until a Zoning Compliance permit has been issued pursuant to this Ordinance.

1. Street Address and/or Location of Request: _____

2. Parcel Identification Number (Tax I.D. No.): # _____

3. Applicant's Name: _____ Phone Number _____

Address: _____
Street City State Zip

Fax Number _____ Email Address _____

4. Are You: Property Owner Owner's Agent Contract Purchaser Option Holder

5. Applicant is being represented by: _____ Phone Number _____

Address: _____

6. Present Zoning of Parcel _____ Present Use of Parcel _____

7. Description of proposed development (attach additional materials if needed):

The facts presented above and on the following page(s) are true and correct to the best of my knowledge.

Signature: _____ Date: _____

Type or Print Your Name Here: _____

Property Owner Approval: As owner I hereby authorize the submittal of this application and agree to abide by any decision made in response to it. I further agree to permit members of the Planning Commission, Township Board, and other authorized Township officials to enter the above-mentioned property.

12. Copies of reviews and approval and, where necessary, Subdivision Site reports from:

- Cass County Road Commission _____
- Cass County Drain Commission _____
- Michigan Department of State Highways and Transportation _____
- Michigan Department of Environmental Quality _____
- Michigan Water Resources Commission _____
- Cass County Health Department _____

13. Copy of the proposed Master Deed. _____

Step 3. Final Plat Plan Checklist. Pursuant to Article IV of the Subdivision Ordinance, the Final Plat shall also be accompanied by or show the following information, in addition to the items required for the Preliminary Plat Plan in Section 4.1. Please go over this checklist with the Zoning Administrator before presenting to the Planning Commission for Final Plat approval.

1. One (1) set of approved as-built or final construction plans for all required improvements to be kept on file by the Township. _____
2. One (1) copy of the final deed restrictions or restrictive covenants. _____
3. Deeds to any properties to be dedicated to the Township. _____
4. Performance or installation agreements for any improvements not controlled or regulated by other agencies, such as sidewalks, street lights, or shade trees. _____
5. One (1) copy of any financing arrangements between the Township and the proprietor for the installation of required improvements. _____