



**Step 1. Pre Site Condominium Discussion.** Pursuant to Section 3.2 of the Site Condominium Ordinance, prior to the preparation of a preliminary Site Condominium, there should take place a pre Site Condominium discussion meeting between the applicant and the Planning Commission, though it is not required. The following materials are required for a Pre Site Condominium discussion:

1. Several copies of a sketch, to scale, indicating the general location and configuration of the property to be divided; the alignment of streets and lots; and the relationship of the proposed site condominium to adjacent streets and neighboring properties.
2. A statement indicating how sanitary sewer service and water service will be provided.

Date of Pre Site Condominium Discussion: \_\_\_\_\_

OPTIONAL: As applicant, I choose to waive the opportunity to participate in a Pre Site Condominium Discussion

---

Owner Date

**Step 2. Preliminary Site Condominium Plan Checklist.** Pursuant to Article IV of the Site Condominium Ordinance, the following items are required to be on the drawing to in order for the Township to consider the Preliminary Site Condominium Plan. Please go over this checklist with the Zoning Administrator before presenting to the Planning Commission.

**INITIAL**

1. The name of the plan; the name and address of the proprietor; the name, address and seal of the surveyor; and a description of the property to be included. \_\_\_\_\_
2. A key map showing the location and position of the property and its relationship to surrounding streets and the surrounding area including existing zoning of abutting areas. \_\_\_\_\_
3. North arrow, scale, contour interval, and legend when appropriate. \_\_\_\_\_
4. Contour elevations adjusted to USGS datum at not more than five (5) foot intervals. \_\_\_\_\_
5. Where appropriate, established flood plain contours and elevations adjusted to USGS datum. \_\_\_\_\_
6. The location of all existing streets, lots, plats, site condominium projects, public utilities, drains, streams or bodies of water on/or abutting the property. \_\_\_\_\_
7. The outlines, intended layout, and intended use of the entire property owned or represented by the proprietor. The following shall be included: \_\_\_\_\_
  - Street and stub street right-of-way -- location, width and curve radii. \_\_\_\_\_
  - Proposed street names. \_\_\_\_\_
  - Lot lines, lot line dimensions to the nearest foot, lot and block numbers, and lot areas to the nearest one hundred (100) square feet. \_\_\_\_\_
8. The location and dimensions of all existing or proposed easements or reserve strips, including electrical and telephone easements. \_\_\_\_\_
9. The locations and tentative sizes of proposed sanitary sewers, storm sewers and catch basins, water mains, culverts, bridges, ponding areas, ponds, lagoons, slips, waterways, lakes, bays, and canals. \_\_\_\_\_
10. Statements regarding: \_\_\_\_\_
  - Intent to utilize private or public water and sanitary sewage facilities. \_\_\_\_\_
  - Zoning and lot size requirements. \_\_\_\_\_
  - Zoning requirements for front, side and rear yards. \_\_\_\_\_
  - Size and type of street in accord with Cass County Road Commission standards. \_\_\_\_\_
  - Intent to install gas, sidewalks, street lights, and shade trees. \_\_\_\_\_
  - Use of waterways, rivers, streams, creeks, lakes or ponds. \_\_\_\_\_
11. Copy of the proposed Master Deed. \_\_\_\_\_