

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.

Step 1. Pre Plat Discussion. Pursuant to Section 3.2 of the Subdivision Ordinance, prior to the preparation of a preliminary plat, there should take place a Pre Plat discussion meeting between the applicant and the Planning Commission, though it is not required. The following materials are required for a Pre Plat 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 plat to adjacent streets and neighboring properties.
2. A statement indicating how sanitary sewer service and water service will be provided.

Date of Pre Plat Discussion: _____

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

Owner

Date

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

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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 subdivided. _____
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, 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. The location and depth of soil boring tests and/or the location of percolation test holes where public sanitary sewer is not available for use. _____

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. _____

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