

LOWELL CHARTER TOWNSHIP
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SUBDIVISION PLATTING PROCESS

For all subdivision platting requests a public hearing is held by the Planning Commission which makes a recommendation to the Township Board for the final decision. See Lowell Township Subdivision Ordinance for all requirements.

1. Application Fee: \$750.00

The application fee is used for the administrative costs of processing the request.

Escrow Fee: \$2,000.00 (separate check required)

The escrow fee pays for the cost of services provided by professional consultants retained by the Township to assist in reviewing the project. If the initial escrow amount is exhausted additional escrow fee's may be required.

2. Meeting Dates & Location

The Lowell Charter Township Planning Commission meets on the second Monday each month
The Lowell Township Board of Trustees meets on the third Monday of each month.
Both meet at 7:00 P.M.

3. Processing Period

A plat application usually takes about 60-90 days to process.

4. Information to be Submitted by the Applicant for Preliminary Plat

The following information must be submitted to the Township Zoning Administrator not less than three weeks before the date of the next Planning Commission meeting in order to be placed on that agenda. *See submittal schedule on Township web site.*

____ Signed application form ____ Application fee and escrow fees

____ 8 sets of the Preliminary Plat prepared in accordance with Section 2.02 and Article 4 of the Lowell Charter Township Subdivision Ordinance plus a digital version of the same along with other information required by the Subdivision Ordinance.

5. Review Procedures for Preliminary Plats

- Upon receipt of the required information and fee, the Township Zoning Administrator provides the application materials to the Planning Commission. This is also sent to the Township Planner, Engineer and Fire Chief for their review and reports.
- Reports are provided to the Planning Commission with a copy sent to applicant.

- Applicant presents project to Planning Commission at next scheduled meeting for Commission comments.
- At this meeting the Commission sets a date for public hearing.
- Notice of the public hearing is prepared by the Township Planner and the Clerk arranges for publication in the Lowell Ledger. The notice is also mailed to occupants and property owners within 300 feet of the boundaries of the proposed property. The notice must be published and mailed at least 15 days before the date of the public hearing.
- The public hearing is held by the Planning Commission which must then vote to approve, modify, or deny the Preliminary Plat and report this to the Board within 60 days after submission of the required plat information. **This vote is a recommendation to the Township Board.**
- The applicant revises the Preliminary Plat according to the recommendations of the Planning Commission and the applicant submits 8 copies of the revised Preliminary Plat to the Township Zoning Administrator who forwards copies to the Board. The Board is not required to hold a public hearing on the Preliminary Plat. Reports may be prepared by the Planner and Engineer.
- The Township Board, within 90 days of filing of the Preliminary Plat, may tentatively approve, modify, or reject the Preliminary Plat. Tentative preliminary approval by the Township Board confers upon the proprietor for a period of one year from the date of approval, the current subdivision regulations
- Following the Board's tentative approval of the Preliminary Plat, the applicant shall submit the Preliminary Plat to all other approving authorities such as the County Road Commission and Drain Commission, County Health Department and others listed in the State of Michigan Subdivision Control Act for simultaneous review. A list of the authorities to which the plat has been distributed must be filed with the Township.
- Once the applicant receives the written approvals of the various county and state agencies these approvals and eight copies of the Preliminary Plat shall be submitted to the Township Zoning Administrator who transmits these to the Township Board. Copies may also be sent to the Township Planner and Engineer for their review.

6. Review Procedures for the Final Preliminary Plat

Once the plat drawing is submitted to the Township Board it is considered the **Final Preliminary Plat**. The Board, at its next regularly scheduled meeting or within 20 days of receiving the required materials, shall consider the Final Preliminary Plat and approve, deny or modify it.

If approved, the approval confers upon the proprietor for a period of two years from the date of approval, the lot sizes, lot orientation and street layout. This period may be extended by the Township Board. Any conditions of approval by the Board must be given in writing to the applicant and all other approving agencies.

7. Construction of Plat

Following approval of the Final Preliminary Plat, the applicant may proceed to construct the plat.

8. Review of Final Plat by Township Board

- a) The applicant completes construction of the plat and prepares the Final Plat in accordance with the requirements of the State of Michigan Land Division Act and submits this information to the Township along with:
 - 1) A written application form and any fee required by the Township;

- 2) Proof of ownership of the property being platted. At this same time the applicant is required by the Land Division Act to seek approvals from Kent County and State of Michigan agencies.
- b) The Township Board at its next regularly scheduled meeting or within 20 days of receiving the required materials shall either approve or disapprove the Final Plat.
 - c) Before the Board approves the Final Plat, the applicant shall either have completed construction of the plat or shall provide a financial guarantee for completion of the required improvements as noted in Section 3.04 of the Township Subdivision Ordinance.
 - d) Upon completion of the required improvements the applicant shall submit one complete set of as-built engineering plans to the Township of the Final Plat. This should be in both printed and electronic format.
 - e) Following approval by the Township Board the applicant shall forward the approved Final Plat to the County Board.

9. Issuance of Building Permits

A building permit shall not be issued for a lot in the plat until the plat has been approved by the State of Michigan in accordance with the requirements of the Land Division Act except as follows:

If the State of Michigan has not yet approved the plat the Township may still issue up to three building permits but no occupancy permits shall be issued until all required improvements including water and sanitary sewer facilities have been installed.

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Required Information for

Preliminary Plats per Section 2.02 of the Township Subdivision Ordinance

The following information shall be submitted the Planning Commission for tentative approval of the preliminary plat. Maps shall be at a scale of not more than 100 feet to one inch.

- _____ The name or title of the proposed subdivision.
- _____ Legal description of the proposed plat.
- _____ The name, address and telephone number of the Proprietor, developer, record owner and subdivider.
- _____ Intended use for the proposed plat showing land for public use or for the common use of property owners in the plat, and stating the location, dimensions and purpose of such land.
- _____ Small scale vicinity map showing location of project within the Township, and the name and location of abutting subdivisions.
- _____ Location, dimensions and approximate grade and radius of proposed and existing streets in the plat.
- _____ Location of all existing features affecting the plat such as railroads, buildings, trees, ditches, watercourses and other physical features.
- _____ Location and size of all existing and proposed public water, sanitary sewer and storm drainage pipes, equipment, fire hydrants, catch basins and other facilities.
- _____ Location of utility and drainage easements.
- _____ Contiguous lands owned by the applicant, a map showing the street layout and access for subsequent development.
- _____ A written statement from the Kent County Health Department regarding the suitability of the soils for on-site septic systems.
- _____ Location and dimension of lots, radii of all curves and approximate location of all setback lines. Lot width shall be shown for each lot, at the required setback line.
- _____ Label and illustrate the location of 100-year floodplain.
- _____ Two copies of any proposed covenants and deed restrictions or a statement in writing that none are proposed. If common areas are to be preserved provide maintenance agreement.
- _____ Property lines, dimensions, and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.
- _____ Existing and proposed topographic elevations at two feet intervals on the site and to a distance of 50 feet outside the boundary lines of the site.
- _____ Direction of storm water drainage and how storm water runoff will be handled as well as a statement describing where storm water will be ultimately discharged such as a creek, stream, lake or wetland.
- _____ Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site. Also driveway width, curb radii and design of proposed deceleration lanes.
- _____ Street lighting, if any, including the type of fixture as well as method of shielding illumination from adjacent properties and roadways.
- _____ Location and type of significant existing vegetation, water courses, and water bodies including county drains and manmade surface drainage ways, floodplains, and wetlands.
- _____ Location of existing and proposed slopes which are 12 percent or greater, which may be altered by the development or the construction of buildings within the development.
- _____ Zoning and use of the proposed subdivision and on adjacent properties.
- _____ All requirements of Article 4 of the Subdivision Ordinance