

# APPLICATION FOR SUBDIVISION PLATTING

**Applicant's Name:**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Property Address:**

\_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

There are three (3) phases that the applicant must complete prior to subdivision approval. Tentative Preliminary Plat, Final Preliminary Plat, and Final Plat. The general procedure for each is described herein. Tentative Preliminary Plat submittal shall occur at least thirty (30) days prior to the regularly scheduled Planning Commission Meeting; Final Preliminary Plat submittal shall occur at least twenty (20) days prior to the next regularly scheduled City Council meeting; and Final Plat submittal shall occur at least twenty (20) days prior to the regularly scheduled City Council Meeting.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

This application for a subdivision shall consist of the following:

- a. This completed application form.
- b. Ten (10) copies of a Tentative Preliminary Plat drawing in compliance with Chapter 51 of the City of Ionia Code of Ordinances (Subdivisions).
- c. Payment of a fee of \$250 as set forth by the City Council.

For Office Use Only		
Date Application Filed: _____	Fee Amount: _____	Receipt #: _____
Date(s) of City Council Meetings: _____		
Public Hearing Date: _____	Date of Planning Commission Meeting: _____	

# CITY OF IONIA

## SUBDIVISION OF LAND (PLATTING) PROCESS

### I. Items to be Submitted

A request for a site condominium shall be made to the Zoning Officer. The following information is required.

\_\_\_ Application  
\_\_\_ Fee

The application fees cover the cost of reviewing the preliminary and final site condominium plan. The escrow fee covers the cost of services provided by professional consultants retained by the City to assist in reviewing the plan.

### II. Meeting Dates

The City Council meets on the first Tuesday of each month at 7:00 P.M. at the City offices.

The City Planning Commission meets as necessary to review development proposals. All meetings are held in the City offices.

### III. Application Submittal

An application for preliminary site condominium plan approval must be submitted at least four weeks prior to the meeting at which the Planning Commission considers the application.

### IV. Application Procedures

#### *Preliminary Plat*

- (1) The subdivider must submit a written application, review and escrow fees, and at least 12 copies of the preliminary plan to the Zoning Officer at least four weeks before a meeting of the Planning Commission. The preliminary plan must be prepared in accordance with Section 2.02 of the City Plat Development Ordinance.
- (2) The Clerk in conjunction with the Chair of the Planning Commission, shall determine a date for a public hearing on the preliminary plat by the Commission.
- (3) Notice of the hearing shall be sent by mail to owners of properties within 300 feet of the subject property at least 10 days before the date of the public hearing.
- (4) The Planning Commission reviews the preliminary plat, and if it meets all requirements of the Ordinance, shall forward the plat to the Council. If the preliminary plat does not meet all requirements, the Planning Commission will notify the subdivider, giving the earliest date for resubmission of the plat.
- (5) The City Council, within 90 days of filing of the preliminary plat, may tentatively approve or reject the preliminary plat before it is distributed by the subdivider to 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.

Tentative preliminary approval by the Council confers upon the proprietor for a period of one year from the date of approval, the lot sizes, lot orientation and street layout.

***Final Preliminary Plat***

- (6) The proprietor submits the preliminary plat to the various County and State approving authorities. A list of the authorities to which the plat has been distributed must be filed with the City Clerk.
- (7) The proprietor receives approvals of the various county and state agencies and submits 12 copies of the final preliminary plat to the City Clerk who transmits them to the City Council. Copies may also be sent to the City Planner and Engineer for their review.
- (8) The Council 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.
- (9) Following approval of the final preliminary plat, the applicant may proceed to construction the plat.

***Final Plat***

- (10) Before approval of the final plat, the applicant shall complete construction of the plat or provide security as noted in Section 4.04 of the Plat Ordinance.
- (11) In order to receive final plat approval, the applicant shall submit one complete set of as-built engineering plans to the City Clerk. The Council shall review the final plat at its next regularly scheduled meeting or within 20 days of receiving the required materials and shall approve or deny the plat.

