



# Subdivision Platting Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: [www.ci.ionia.mi.us](http://www.ci.ionia.mi.us)

Date of Application: \_\_\_\_\_

Permit Fee: \$400 + engineering fees  
of 1% of the total cost of the plat

There are three (3) phases that the applicant must complete prior to subdivision approval, which are 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 Information

Applicant's Name: \_\_\_\_\_ Interest in Property: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name (If different from above): \_\_\_\_\_

\*Contact information is required for the proprietor, developer, record owner, and subdivider. Please attach this information to the completed application.

## Project Information

1. Request (check all that apply):

Site Condominium       Special Land Use       Plat       PUD  
 Site Plan Review       Rezoning      Other: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_

3. Parcel Number: \_\_\_\_\_

4. Legal Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Project Description: \_\_\_\_\_

\_\_\_\_\_

6. Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

7. Size of Parcel: \_\_\_\_\_

**Signatures**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Application #:** \_\_\_\_\_

\_\_\_ Fees Paid: \_\_\_\_\_

Date Advertised: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Subdivision of Land (Platting) Process**

### **I. Items to be Submitted**

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

- \_\_\_ Application
- \_\_\_ Fee
- \_\_\_ 4 Copies of a Preliminary Plat Plan
- \_\_\_ 1 Electronic Copy of a Preliminary Plat Plan
- \_\_\_ Subdivision Platting Checklist

The application fees cover the cost of reviewing the preliminary plat plan, final preliminary plat plan, and final plat plan.

### **II. Meeting Dates**

The City Planning Commission meets on the second Wednesday of each month at 4:30 P.M. The City Council meets on the first Tuesday of each month at 7:00 P.M. Both the Council and Planning Commission meet in the city council chambers at the City Hall.

### **III. Application Submittal**

An application for a subdivision of land must be submitted 30 days prior to the date of the meeting at which the Planning Commission will consider the preliminary plat.

#### **I. Application Procedures**

##### **Preliminary Plat**

- 1) The subdivider must submit a written application, and at least 4 physical copies of the preliminary plat plan and 1 electronic copy to the Zoning Officer at least 30 days before a meeting of the Planning Commission. The preliminary plan must be prepared in accordance with Section 1224.02 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 15 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 4 physical copies of the final preliminary plat and 1 electronic copy 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 1228.04 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.

## **Subdivision Platting Application Submittal Requirements**

The proprietor of any land proposed to be subdivided shall submit four physical copies of a preliminary plat and one electronic copy, together with supplementary documents, containing the information required by Act 288 and these Regulations, to the Zoning Administrator, who shall forward the plans to the Commission for its next meeting.

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

- 
- a) The name or title of the proposed subdivision.
  - b) A legal description of the proposed plat.
  - c) The name, address and telephone number of the proprietor, developer, record owner and subdivider.
  - d) A statement of the intended use for the proposed plat and showing land intended to be dedicated or set aside for public use or for the common use of property owners in the subdivision, and stating the location, dimensions and purpose of such land.
  - e) A small scale vicinity map showing the location of the project within the City, and the name and location of abutting subdivisions.
  - f) The location, dimensions and approximate grade and radius of proposed and existing streets, alleys and highways included in the plat.
  - g) The location of all existing features affecting the subdivision, such as railroads, buildings, trees, ditches, watercourses and other physical features.
  - h) The location and size of all existing and proposed public water, sanitary sewer and storm drainage pipes, equipment, fire hydrants, catch basins and other facilities.
  - i) The location of utility and drainage easements.
  - j) If the proposed plat is contiguous to other lands owned by the applicant, a map showing the street layout and access for subsequent development.
  - k) If the proposed subdivision is not to be served by public sewer and water systems, a written statement from the Ionia County Health Department regarding the suitability of the soils for on-site septic systems.
  - l) 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.
  - m) When any part of the subdivision lies within or abuts a floodplain area:
    1. The floodplain, as established by the State Department of Natural Resources, shall be shown within a contour line.
    2. The contour line shall intersect the sidelines of the lots.
    3. The sidelines shall be dimensioned to the traverse line from the street line and the established floodplain (contour) line.
    4. The floodplain area shall be clearly labeled on the plat with the words "floodplain area."
  - n) Two copies of any proposed covenants and deed restrictions to be imposed upon the use of property in the subdivision or a statement in writing that none is proposed. If common areas are to be reserved for use by the residents of the subdivision, copies of an agreement indicating how the area will be maintained shall be submitted.

- o) Property lines, dimensions and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.
- p) Existing and proposed topographic elevations at two-foot intervals on the site and to a distance of fifty feet outside the boundary lines of the site.
- q) The 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.
- r) The 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.
- s) Street lighting, if any, including the type of fixture as well as the method of shielding illumination from adjacent properties and roadways.
- t) The location and type of significant existing vegetation, watercourses and water bodies, including County drains and man-made surface drainageways, floodplains and wetlands.
- u) The location of existing and proposed slopes that are twenty percent or greater, which may be altered by the development or the construction of buildings within the development.
- v) Zoning and use of the proposed subdivision and adjacent properties.