

JAMESTOWN CHARTER TOWNSHIP

Ottawa County

2380 – Riley Street, Hudsonville, Michigan 49426

PRELIMINARY PLAT

Instructions

For an application to be considered complete, ALL information must be provided. If an item is not applicable to your petition, please mark that item N/A for “not applicable” and provide an explanation why it is not applicable.

- **Initial Review Body:** Planning Commission
- **Meeting Frequency:** Third Tuesday of every month
- **Application Deadline:** Forty-nine (49) calendar days prior to the third Tuesday meeting at which you desire your application to be considered.
- **Township Office Review:** Following review by township personnel, if any required materials are deemed missing the applicant will be notified and must provide said material, which must result in a complete application at least twenty-one (21) calendar days prior to said meeting for consideration.
- **Initial Submission Requirements:** One (1) electronic copy and Four (4) copies folded to a size no larger than 11” x 14”. No rolled plans shall be accepted.
- **Final Plan Submission Requirements:** Twelve (12) copies of all final plan materials for distribution to the Review Body are required to be folded to a size no larger than 11” x 14” and shall be clipped or otherwise secured in twelve (12) equal groups. No rolled plans shall be accepted.
- **Special Meeting Requests:** the fee for a Special Meeting shall be double the application fee. Special meetings are not guaranteed and depend upon membership availability.

**DO NOT DISCARD THIS PAGE
YOU MUST SUBMIT THIS PAGE WITH YOUR APPLICATION**

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____

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PRELIMINARY PLAT APPLICATION

APPLICATION FEE: \$1,200.00

(Subject to additional fees as determined by the Township for Engineering, Attorney, Planning Consultant, Publishing fees, etc.)

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ Fax/Email: _____

Address of Subject Property: _____

Parcel Number: _____

Zoning District: _____

List the name, address, phone number of every person who has a legal or an equitable interest in any property included in the application. Provide proof of ownership or a legal financial interest in the property, such as a purchase agreement.

What is the land use requested? _____

Provide a detailed site plan of the property meeting the requirements of Section 3.2. (see following pages)

**By signing this application I acknowledge that I am the legal owner, petitioner or agent and that I have the authority to apply and that I provide consent for township officials to access the property to accurately evaluate the request.

**Signature of Applicant

Date

Section 3.2 Preliminary Plat (Tentative and Final Preliminary)

A preliminary plat and topographic map shall be prepared by the subdivider and submitted to the Township Clerk in accordance with the following requirements and in accordance with the Subdivision Control Act, as amended.

1. Requirements

- a. The preliminary plat shall be drawn to a scale of not more than two hundred (200) feet to one (1) inch and may be an original drawing or reproduction. The preliminary plat and topographic map shall be combined on the same drawing.
- b. The following shall be clearly shown on the plat or submitted in a separate instrument with the plat.
 1. The name of the proposed subdivision.
 2. Legal description of the area to be platted.
 3. Name, address and telephone number of the subdivider.
 4. The name, address and seal of the Registered Land Surveyor or Professional Engineer who prepared the preliminary plat.
 5. Location of the subdivision, giving the numbers of section, township and range, and the name of the township and county.
 6. The name of abutting subdivisions, if any.
 7. Statement of intended use of the proposed plat, such as: residential single family, two family and multiple housing; commercial; industrial; recreational; or agricultural.

In addition, the preliminary plat shall show proposed sites, if any, for multifamily dwellings, shopping centers, churches, industry and other non-public uses, exclusive of single family dwellings, as well as any sites proposed for parks, playgrounds, schools or other public uses.

8. A map of the entire area scheduled for development if the proposed plat is a portion of a larger holding intended for subsequent development.
9. A location map showing the relationship of the proposed plat to the surrounding area.

10. The land use and existing zoning of the proposed subdivision and the adjacent tracks including identification of zoning district, lot size and yard requirements as well as proof of any variances or special exceptions which may have been granted.
11. Streets, street names, right-of-way and roadway widths including features such as adjoining plats, streets, streams, railroads, utilities, cemeteries, parks, county drains or any other features which may influence the street layout.
12. Lot lines and dimensions to the nearest foot and the total number of lots by block. The subdivider shall also submit a table listing the proposed lots by number and the respective lot area for each lot.
13. Contours at five (5) foot intervals shall be shown where the slope is greater than ten (10) percent and at two (2) foot intervals where the slope is ten (10) percent or less. The direction of drainage shall also be shown.
14. A site report as described in the rules of the State Department of Public Health, as amended, shall be provided if the proposed subdivision will not be served by public sewer and water systems.

In addition, the preliminary plat shall show the location and depth of soil borings and the location of percolation test holes if the proposed subdivision will not be served by public sewer and water systems.
15. A statement indicating the method or methods by which drainage, sewage disposal and water supply will be provided.
16. Six (6) copies of proposed protective covenants and deed restrictions, or a written statement that none are proposed.
17. Utility easements, showing location, width and purpose.
18. A statement of the lot area of the smallest lot in the subdivision.
19. Building setback lines showing the dimensions from all streets.
20. Site data including total acreage, number of residential lots, average lot size and acreage in parks and other nonresidential uses.
21. North point, scale and date.

22. Trees with a trunk over six (6) inches in diameter when required by the Planning Commission.
23. Floodplain elevations when the proposed plat abuts, includes or is adjacent to a stream, drain or other body of water for which the floodplain has been established.

2. Procedures, (in part)

- a. The subdivider shall submit copies of the preliminary plat, as necessary, to the following authorities in Sections 112 to 119 of the Subdivision Control Act: Ottawa County Road Commission; Ottawa County Drain Commission; Michigan Department of State Highways and Transportation; Michigan Department of Natural Resources; Michigan Water Resources Commission; Ottawa County Health Department; Ottawa County Plat Board and; such public utilities as are serving the area.

The following section of the Subdivision Ordinance also applies to the proposed use. Please see the Planner for copy of the section or the Subdivision Ordinance in its entirety.

- **Article IV – Subdivision Design Standards**

The applicant is advised to review the Jamestown Charter Township Subdivision Ordinance in its entirety to ensure complete compliance with said Ordinance.