

JAMESTOWN CHARTER TOWNSHIP

Ottawa County

2380 – Riley Street, Hudsonville, Michigan 49426

FINAL 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:** Board of Trustees
- **Meeting Frequency:** Third Monday of every month
- **Application Deadline:** Eleven (11) calendar days prior to the third Monday meeting at which you desire your application to be considered.
- **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.

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

For office use

Date Received: _____ Payment of: _____ Via Check: _____ Cash: _____ **Irrevocable Letter of Credit:** _____

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FINAL PLAT APPLICATION

APPLICATION FEE: \$0.00*

(*Original application fee paid through Preliminary Plat submission, which includes the Final Plat Application. Subject to additional fees as determined by the Township for Engineering, Attorney, Planning Consultant, Publishing fees, etc.)

**By motion of the Planning Commission on September 17, 2019, an Irrevocable Letter of Credit or cash deposit is required for all street trees.

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 3.3. (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
Section 3.3 Final Plats

Date

1. Requirements

- a. Final plats shall be prepared and submitted as provided in the Subdivision Control Act (Sections 131 to 198)
- b. A written request for approval and the recording fee shall accompany all final plats.
- c. The subdivider shall submit proof of ownership of the land included in the final plat in the form of an abstract of title certified to a date on or after the proprietor's certificate, or a policy of title insurance currently in force.
- d. Three (3) sets of construction plans for streets, water, sewer, storm drainage, sidewalks and other required public improvements shall be submitted to the Township in order for the Township and other agencies to make a determination as to the conformance of the proposed improvements to State, County and Township specifications and Ordinances. The subdivider shall also submit copies of the final plat and construction plans, as required, to the Ottawa County Drain Commissioner, the Ottawa County Road Commission and the Ottawa County Health Department for review and approval.
- e. The Township may require such other information as shall be reasonably necessary to establish whether the proper parties have signed the plat.

2. Procedures, (in part)

- a. The subdivider shall submit the final plat with construction plans or other data where required to the Township Clerk. The plat shall be accompanied by a letter of approval from the Ottawa County Health Department.

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 V – Subdivision Improvements**

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