

**APPENDIX A****252.1000****THE ROUTE OF A PROPOSED PLAT***Review of sketch plan.*

1. Subdivider makes sketch plan of proposed development, includes:
  - (a) Existing conditions and characteristics of land on and adjacent to the site.
  - (b) General layout of streets, blocks, and lots.
  - (c) Any general area for schools, parks, etc.
2. Subdivider submits two copies of sketch plan to Township Clerk ten days before next Planning Commission meeting.
3. Planning Commission receives and reviews sketch plan.
4. Planning Commission makes appropriate comments and suggestions concerning the plan to the subdivider.
5. Planning Commission informs the Township Board of review results.

*Tentative approval of preliminary plat.*

6. Subdivider makes formal application for tentative approval of the preliminary plat to the Township Clerk 12 days before the next regular Planning Commission meeting, includes:
  - (a) Seven copies of the proposed preliminary plat with established fee for review.
  - (b) A legal opinion on ownership of the property.
  - (c) A statement of intended use of the plot.
  - (d) A report on groundwater, water supply and sod limitations.
  - (e) A list of names and addresses of adjacent property owners.
  - (f) Maps of existing conditions in and around site as provided in the Ordinance.
  - (g) Proposed streets, rights-of-way, lot layout, dimensions, etc., as required by the Ordinance.
7. Clerk checks Application for completeness, validates copies, and places proposal on agenda of next regular Commission meeting.
8. Clerk transmits copy of preliminary plat to the Township Engineer and the Township Planner for technical review and recommendation.
9. The Commission shall tentatively approve or reject the preliminary plat.
10. The Commission reports to the Township Board within 60 days after submission of the complete Application.
11. The Township Board provides for tentative approval or rejection of the preliminary plat within 30 days of receipt from the Commission.
12. Tentative approval of the preliminary plat shall be for a period of one year.

*Final approval of preliminary plat.*

13. The subdivider makes formal application for final approval of the preliminary plat by written application with established fee to the Township Clerk.
14. The subdivider has copies of plat validated by Township Clerk before distribution to required authorities.
15. The subdivider submits required number of validated copies to prescribed officials and agencies as required.
16. The subdivider shall file list of authorities to whom validated copies have been submitted with the Township Clerk.
17. The Clerk shall receive all approvals as provided by subdivider.
18. The Clerk shall receive the preliminary plat and check for completeness. If complete, the Clerk shall place the proposal on the next regular Commission meeting agenda.
19. Planning Commission reviews preliminary plat, and if it is complete notifies the subdivider stating the earliest possible resubmission date. If the preliminary plat meets all requirements the Commission shall notify the subdivider in writing.
20. Planning Commission reports to Township Board not more than 60 days after the submission of complete application.
21. Township Board receives preliminary plat and report from Planning Commission.
22. Township Board approves or rejects preliminary plat within 20 days of receipt from Planning Commission.
23. If approved, final approval shall be effective for a period of two years from the date of final approval.

*Final plat approval.*

24. Subdivider instructs surveyor to prepare final plat.
25. Surveyor certifies the plat.
26. Subdivider certifies the plat.
27. County Treasurer certifies the plat.
28. Subdivider submits final plat to the County Drain Commissioner for certification or rejection.
29. Subdivider submits final plat to the County Road Commission for certification or rejection.
30. Subdivider obtains letter of approval or denial from County Health Department.
31. Subdivider submits final plat and as-built engineering drawing to the Township Clerk within two years of date of preliminary plat approval and 12 days before the next Planning Commission meeting, and includes:
  - (a) Final plat according to requirements of Subdivision Control Act and Ordinance.

- (b) Written application and final fees according to fee schedule in Ordinance.
  - (c) Proof of ownership of property.
  - (d) Required letters and certifications.
32. Clerk transmits final plat to Planning Commission immediately.
  33. Planning Commission receives final plat, studies the plat, and certifies or rejects within 30 days of receipt.
  34. Planning Commission transmits final plat and report to the Township Board.
  35. The Township Board receives final plat, studies the plat, and certifies or rejects within 20 days of receipt.
  36. Township Board transmits final plat with necessary certificates to County Plat Board.
  37. County Plat Board certifies or rejects final plat within 15 days of receipt.

