

SUBDIVISION (PLATTING) REVIEW PROCESS

1. Application Form and Fee Schedule

Subdivision Application Fee	\$ _____
<i>plus</i>	
Escrow Fee	Minimum \$ _____

Application Form and Fee Schedule

An application form and fee schedule for subdivision review can be obtained from the Township offices. The application fee covers the cost of advertising the public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

2. Meeting Dates

The Bowne Township Planning Commission meets on the first Thursday of each month at 7:00 P.M. and also at special meetings called by the Planning Commission at the Historic Bowne Township Hall, 8240 Alden Nash Road, Alto, Michigan 49302. The Bowne Township Board meets the third Monday of each month at 7:00 P.M. at the same location.

3. Processing Period

An application usually takes about 120 days to process from beginning to final plat approval.

4. Information to be Submitted by the Applicant

Pre-application Conference

Prior to making formal application, the applicant may meet with the Planning Commission or a subcommittee of the Planning Commission to discuss the proposed subdivision development in regard to procedures and requirements of Bowne Township. The applicant must provide a sketch plan of the proposed plat, with sufficient information so that the Planning Commission or subcommittee may do an accurate analysis, and provide the applicant with recommendations as to whether the proposed plat meets the requirements and intent of the Township platting process. Township professionals such as the engineer and planner may attend the pre-application meeting.

Preliminary Plats

The applicant must submit a signed application form, application and escrow fees, and twelve (12) copies of the preliminary plat to the Township Clerk. The preliminary plat must be prepared in accordance with Section 4.02 B. of Article 4 of the Bowne Township Land Division Ordinance (see checklist attached); Article 18 (Site Plan Review) of the Bowne Township Zoning Ordinance; and all requirements for Preliminary Plats as required by the State of Michigan Land Division Act, Act 288 of 1967 as amended.

5. Application Procedures

Preliminary Plat Plans

- (1) The applicant must submit a written application (Development Review Application), review and escrow fees, and 12 copies of the preliminary plat to the Township Clerk at least **30 calendar days** before a meeting of the Planning Commission at which the plat will be reviewed. The application shall contain all required information as listed within Section 4.02 B. of Article 4 of the Land Division Ordinance, Sections 18.03 and 18.05 of the Bowne Township zoning ordinance, and any additional required information. Application materials must be submitted to the Township Clerk **30 calendar days prior to the next scheduled regular Planning Commission meeting**. Complete site plan applications, including scaled drawings on 24 x 36-inch sheets, must also be delivered to the Township Planner and Township Engineer **30 calendar days prior to the next scheduled regular Planning Commission meeting**. Preliminary plat plans that do not comply with submission requirements will not be reviewed and no action will be taken by the Planning Commission until the deficiencies are corrected.
- (2) The Planning Commission shall hold a public hearing to review the preliminary plat and if it meets all requirements, will approve the preliminary plat. If the preliminary plat does not substantially meet all requirements, the Planning Commission will notify the applicant, giving the earliest date for resubmission of the preliminary plat.
- (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. Notice shall also be given by publication in a newspaper of general circulation in the Township. The applicant and others in attendance are provided an opportunity to speak at the hearing.
- (4) Project Review by Township Professionals-The proposed plat is reviewed by the Township Planner and Engineer for compliance with Township Ordinances. Reports may be prepared and sent to the Planning Commission before the public hearing. The applicant is also sent a copy of any such reports.
- (5) The Planning Commission must vote to approve, approve with conditions, or deny the preliminary plat within 63 days after the plat is submitted to the Planning Commission. The 63-day period may be extended only upon the consent of the applicant.
- (6) The Planning Commission will review the preliminary plan in accordance with the requirements of the State of Michigan Land Division Act of 1967 as amended, PA 288, MCL 560.101 to 560.293, the Bowne Township Land Division Ordinance (Ord. No 97-1 as amended), and Article 18 (Site Plan Review) of the Bowne Township Zoning Ordinance and other applicable sections of the Bowne Township Zoning Ordinance.
- (7) If all requirements are met, the Planning Commission will give Tentative Preliminary Approval which is valid for one year and may only be extended by the Planning Commission.

6. Approval of Preliminary Plat by Township Board

- (1) The developer must file with the Township Clerk a list of all reviewing authorities as required by the Michigan Land Division Act to whom validated copies of the preliminary plat have been distributed. All approvals from the reviewing authorities must be submitted to the Township Clerk.
- (2) The Township Board considers the preliminary plat at its next regular meeting after receiving all information regarding the preliminary plat from the Planning Commission. The Township Board will, within 30 days, approve or reject the preliminary plat. Tentative Approval of the preliminary plat is valid for two years, and may be extended only upon approval from the Township Board.

7. Preparation of Final Subdivision (Plat) Plan

- (1) The final plat is prepared according to the same procedure and review standards as the preliminary plat, with the exception that the Planning Commission is not required to hold a public hearing. Final plats must be submitted to the Township Clerk 21 days in advance of the Planning Commission meeting at which the final plat will be reviewed. The Planning Commission must review the final plat within 30 days of receipt of the final plat. This review period may be extended upon agreement between the applicant and the Planning Commission.
- (2) Recommendations of the Planning Commission (approval or disapproval of the plat) are forwarded to the Township Board.
- (3) The Township Board will review the final plat and the report from the Planning Commission, and will approve or disapprove of the final plat.

8. Financial Guarantee

The Township Board may require a financial guarantee of completion of required improvements according to the requirements of the Bowne Township Land Division Ordinance.

PRELIMINARY PLAT REVIEW CHECKLIST

BOWNE TOWNSHIP, KENT COUNTY, MICHIGAN

Twelve (12) copies of the Preliminary Plat and Site Plan must be submitted, including the application. All requirements of Ordinance 97-1 of Bowne Township (Land Division Ordinance for Land Divisions, Subdivisions, and Site Condominiums) must be met. **The drawing must be prepared and sealed by a registered surveyor or civil engineer. This checklist is not all inclusive; applicants are advised to review Section 4.02 B. of Ordinance 97-1.**

REQUIREMENT	PROVIDED	NOT PROVIDED	NOT APPLICABLE
Proposed name of development.			
Contact information, title, and description of each vested party (developer, owner, engineer, architect, surveyor, etc.).			
Location of proposed project including section, Town, and range numbers.			
Legal description, tax id numbers, and total acreage of the site.			
Statement of all proposed uses of development.			
Site Plan to include:			
Date, North arrow, scale not to exceed 1" =100'			
Map of entire area of which proposed development is a portion.			
Location map showing relationship to proposed development (must show parcels, roads, existing uses).			
Topographic contour lines, existing and proposed: 5-foot intervals where slope is greater than 10% and at 2-foot intervals where slope is 10% or less.			
Wetland and other natural features (streams, lakes, woods, etc.)			
Streets, roads, and highways with names, roadway widths and their respective rights-of-way widths.			
Lot lines and total number of lots by block showing minimum required setbacks for each lot or unit.			
A site evaluation as provided by the Kent County Health Department only if the proposed development is not to be served by public sewer and water systems.			
Proposed and existing storm and sanitary sewers, water mains, and their respective profiles; or indicate alternative methods.			

PRELIMINARY PLAT REVIEW CHECKLIST
BOWNE TOWNSHIP, KENT COUNTY, MICHIGAN

Proposed protective covenants and deed restrictions or a statement in writing that none are proposed.			
All right-of-way easements showing location, width, and purpose.			
Land use depicting existing zoning and land use of the proposed development and adjacent parcels.			
Public and private utilities: type, size, location, and easements of each.			
Storm drainage facilities.			
Common areas and open spaces.			
Sidewalks, mid-block crosswalks, and pathways proposed.			
Groundwater level statement. For waterfront property, or where the high groundwater elevation is within 6 feet of existing or proposed finished ground surface, show existing and proposed 2-foot contour intervals.			
Floodplain areas, rivers, streams, creeks, lakes, wetlands, county drains, lagoons, slips, waterways, bays, canals, and artificial impoundments, either existing or proposed within or adjacent to the area to be platted.			
Locations and results of all soil borings when subdivision will not be served by a public sewer system. (1/acre or 1/lot if lot exceeds 1 acre in size).			
Statement of availability of water of good quality on the proposed development where public service is not present. County Health Dept. may require estimate of availability from engineer or hydrologist.			
Soil survey with noted limitations, classifications, and standards of the National Cooperative Soil Survey. Source of information must be specified.			
Name, address and seal of the professional surveyor or engineer who prepared the plan.			