

SUBDIVISION

FINAL PLAT APPROVAL REQUEST

**ALL MATERIAL MUST BE SUBMITTED TO THE TOWNSHIP CLERK
TWO WEEKS PRIOR TO SCHEDULED TOWNSHIP BOARD MEETING.**

APPLICANT: _____ DATE: _____

SUBDIVISION: _____

- _____ 1. Quit claim deed and legal description for the reserve strips
- _____ 2. Copy of Title Insurance Policy in the amount of \$10,000 for reserve strips
- _____ 3. Township's Sidewalk Agreement has been signed by the Developer. A sidewalk bond (or letter of credit) in the amount of \$ _____ (to be determined by Board) per lot has been submitted. SIDEWALKS HAVE BEEN INDICATED ON THE PLANS AS WELL AS THE PRELIMINARY PLAT.
- _____ 4. Copies of Drain Commission and Road Commission approvals submitted.
- _____ 5. Copies of financial guarantees to the Road and Drain Commissions on file.
- _____ 6. Copy of title insurance policy in the amount of \$10,000, naming the Developer as insured for the platted portion of the subdivision submitted.
- _____ 7. Copy of Deed Restrictions that must be recorded. If one of the proprietors is a financial institution, a signature from an official of the institution must be included on the deed restrictions.
- _____ 8. Receipt (or letter of credit) for payment of all monuments and markers.
- _____ 9. Four (4) Copies of Final Plat delivered to Clerk.
- _____ 10. A \$500.00 deposit be submitted through the Clerk's Office to the existing escrow account for each additional plat.

A copy of the Road Commission and Drain Commission construction plans must be submitted to the Building Official prior to the Clerk signing the Plat.

****NOTE:** This checklist will indicate that all requirements for final approval of a subdivision have been met and are on file in the Township Office. This checklist is completed by the Township Clerk upon submittal of documents by the Developer.