

BEDFORD TOWNSHIP PLANNING COMMISSION

SUBDIVISION APPLICATION AND CHECKLIST

Proposed Subdivision
Name _____ Date _____

Location _____

Developer _____ Signature _____

Address _____ City _____ St _____

Engineer _____

Address _____ City _____ St _____

County Agency Submittal By Planning Department

2 copies Drain Commission (Date) _____

2 copies Road Commission (Date) _____

Planning Consultant (Date) _____ Engineer Consultant (Date) _____

Required Local Fees To Be Paid Upon Receipt of Application

Application/Planning Review Fee & Escrow (covers Final Plat Approval for one Plat) _____

A deposit of \$500.00 will be required (to be deposited in the project escrow account) prior to Final Plat Approval of any additional Plat.

Monroe County Road Commission _____

Monroe County Drain Commission _____

Corner Markers Deposit @ \$10.00 each _____

Monuments Deposit @ \$25.00 each _____

This section will be completed by Planning Department

Preliminary Plat Approval

Tentative Preliminary Plat Approval

Planning Commission _____ Township Board _____

Final Preliminary Plat Approval

Planning Commission _____ Township Board _____

Pre-construction Meeting _____

Township Board Final Plat Approval (Plat I) _____

Subdivision Checklist

This checklist corresponds with the requirements of Bedford Township Ordinance #72, Subdivision Regulation Ordinance adopted September 14, 1993. Each item listed in this checklist must be completed before the application will be accepted by the Planning Department.

Tentative Preliminary Plat

1. Provide a legal description for entire site to be subdivided.

2. Indicate scale, date of plan, north arrow.

For Adjacent Property (3-7):

3. Names of adjacent subdivisions

4. Layout of streets, indicating street names and right-of-way widths, adjacent to or connecting with the proposed subdivision.

5. Widths and location of alleys, easements, and public walkways adjacent to or connecting with the proposed subdivision.

6. Layout and dimensions of lots adjacent to the proposed subdivision.

7. Names and addresses of owners of record of adjacent property.

8. Topography, both existing and proposed at two foot intervals, and grading and land filling plans.

9. Plans and specifications for soil erosion and sedimentation control measures in accordance with the Monroe County Drain Commission.

10. If no public sewer and water are to serve the site, a report as described in Rule 560.402 in the Michigan administrative code must be submitted.

11. A draft copy of the proposed deed restrictions or protective covenants; if none, a statement of such in writing.

12. Layout and width of right-of-way, and names and surfacing of all streets or public ways proposed for the subdivision.

13. Lot layout, dimensions, setback requirements, area (in square feet or acres) and lots numbers of proposed lots.

- 14. Indicate all lots to be dedicated or reserved for public or private use.
- 15. Location and size of all sanitary sewer, storm sewer and water supply lines; and location of all points of connection and elevations and grades , direction of flow, location of all valves and hydrants.
- 16. Location of all telephone, cable, and natural gas supply lines.
- 17. Clearly show sequence of development of all phases of the subdivision by providing plat numbers and number of lots in each plat.
- 18. Show location, dimensions and purposes of all existing or proposed easements.
- 19. Show the location and type of all improvements such as sidewalks, curbs or landscaping.
- 20. Indicate the current zoning of the entire parcel to be subdivided and all adjacent properties.

Tentative Preliminary Plat Approval, if approved by the Bedford Township Board, is valid for one year. This approval may be extended if applied for by the proprietor and granted by the Township Board in writing.

Conditions, if any imposed by the Planning Commission or Township Board for Tentative Approval.

Final Preliminary Plat

- 21. Provide a list of all county and state authorities required by the Subdivision Control Act to approve the preliminary plat, certifying that the list is complete and that each authority has approved the preliminary plat.
- 22. Provide one approved copy of the preliminary plat from each county and state authority or a statement from the authority that the approval has been granted.

Final Preliminary Plat Approval, if approved by the Bedford Township Board, is valid for two years. This approval may be extended if applied for by the proprietor and granted by the Township Board in writing.

Final Plat Approval

- 23. Provide quit claim deed and legal description for all reserve strips.
- 24. Provide title insurance policy in the amount of \$10,000 for each reserve strip.
- 25. Provide a financial guarantee in the form of a cash deposit, bond, or irrevocable letter of credit in the amount of \$500 per lot to insure that all sidewalks will be installed as required by this ordinance.
- 26. Provide a copy of a Title Insurance Policy in the amount of \$10,000 naming the developer as the insured for the entire platted portion of the subdivision.
- 27. Provide a copy of Deed Restrictions. If one of the proprietors is a financial institution, a signature of an official of the financial institution must be included on the restrictions.
- 28. Provide copies of Drain Commission and Road Commission approvals
- 29. Provide copies of Drain Commission and Road Commission Financial guarantees.
- 30. Provide Copies of Drain Commission and Road Commission construction plans to the Building Official prior to the Clerk signing the Plat.
- 31. Provide verification that fees for all monuments and markers have been paid.
- 32. Provide four (4) copies of Final Plat delivered to the Clerk.

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 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.