

Final Preliminary Plat Information

Address:

Project Name:

This checklist is intended as a guide to assist the applicant in the preparation of and Administrative/City Council review of the detailed engineering plans for a single family subdivision project. The applicant is responsible for being sufficiently familiar with and have a working knowledge of the codes and ordinances of the City of Portage but the Department of Community Development will be glad to assist. A meeting with Department staff is encouraged.

Filing Information

Yes No N/A

1. Development Application
2. Filing fee per fee schedule
3. Eight (8) copies of the preliminary plat and one 11" x 17" reduced reproduction of the plat.
4. Permits required from other agencies as noted:
- Kalamazoo County Road Commission
 - Kalamazoo County Drain Commission
 - Michigan Department of Transportation
 - Michigan Department of Environmental Quality
 - Kalamazoo County Environmental Health Division
 - Kalamazoo County Planning Department
 - Other _____
5. The preliminary plat submitted for final approval shall conform substantially to the preliminary plat as tentatively approved, and it may constitute only that portion of the approved preliminary plat which the proprietor proposed to record and develop at the time. However, such portion shall conform to the land division regulations.
6. The proprietor shall also submit six (6) sets of detailed working drawings and calculations, showing plans for grading, drainage structures, all proposed utilities (including a street lighting plan and a street tree plan), road construction plans (including traffic control devices) for roads within and adjoining the plat, and soil erosion and sedimentation measures.

Plan Preparation and Guidelines

Yes No N/A

1. All plans will be drawn on uniform sheets no greater than 24" x 36".
2. All plans will be clear, legible, accurately scaled and be sealed by a Michigan registered professional engineer.
3. If more than one plan per set, all required plans will be stapled along the left margin into sets.

Final Preliminary Plat Requirements

Yes No N/A

1. For projects or subdivisions having more than one (1) sheet of plans, a general plan having a scale of one (1) inch equals 100 feet shall be provided showing the overall project or subdivision and indicating the location of all improvements shown in the detailed plans. Street names, street and easement widths, lot lines, lot dimensions and lot numbers shall be shown on all plans. Superimposed on this general plan shall be two-foot contours of the area outside the boundaries of the proposed subdivision to the extent necessary to demonstrate that the drainage patterns of adjacent properties will not be adversely affected. Detailed plan sheets showing all improvements must be prepared at a scale of one (1) inch equals forty (40) feet.
2. All sewers shall be shown in the plan and profile. Profiles of sewers shall indicate the size, class of pipe, invert and slope of the sewer and shall indicate the existing ground along the route of the sewer and the proposed easements grade or the existing or proposed top of curb or centerline of pavement grade. The location of required compacted granular backfill shall be indicated on the profile, together with other intersecting, existing or proposed utilities.

Yes No N/A

3. Elevations shall be based on United States Geological Survey data. There shall be at least two (2) bench marks established within the site and at least two (2) bench marks shall be shown on each plan sheet.
4. Finished grades of utility structures shall be indicated on the plan or profiled for all utilities.
5. When construction plans are submitted for approval, they shall include all proposed construction within the development. All required improvements shall be shown to the boundaries of the subdivision. A complete plan shall generally include sanitary sewers, water mains, storm sewers and paving. A single plan submittal cannot be approved without all other utilities shown.
6. When the complete set of plans is approved, nine sets of plans shall be provided before construction may begin.

Comments:

(See Required Improvements and Design Standards – Chapter 42, Article 5, Division 4)
(See Section 42-716 regarding fees, assessments and other charges.)