CITY OF
PORTAGE
A Place for Opportunities to Grow

Department of Community Development

Land Divisions with Public Improvements

Address:	**Project Name:**

This checklist is intended as a guide to assist the applicant in the Administrative, Planning Commission and City Council review process of land divisions that include public improvements. 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) sets of final plan documents and one 11" x 17" reproduction of the plan
☐ ☐ ☐ 4. Verification of submittal to the following authorities as noted
- ☐ Kalamazoo County Road Commission
- ☐ Michigan Department of Natural Resources/Environmental Quality
- ☐ Kalamazoo County Drain Commission
- ☐ Kalamazoo County Planning Department
- ☐ Other _____

Plan Preparation and Guidelines

Yes No N/A

☐ ☐ ☐ 1. All plans will be drawn on uniform sheets no greater than 30” x 42”.
☐ ☐ ☐ 2. All plans will be drawn to an engineering scale not to exceed 1” = 50’ or less than 1” = 20’ with a north arrow oriented to the top of the sheet.
☐ ☐ ☐ 3. All plans will be clear, legible and accurately scaled
☐ ☐ ☐ 4. If more than one plan/set, all required plans will be stapled along the left margin into sets. All plans will be folded to a size not greater than 8-1/2” x 14”.

Land Division Plan Requirements

Yes No N/A

☐ ☐ ☐ 1. Name, address and phone number of property owner, applicant, engineer and/or architect.
☐ ☐ ☐ 2. Legal description of property, including parcel area
☐ ☐ ☐ 3. Vicinity map showing closest major cross streets, zoning and existing land use of adjacent parcels
☐ ☐ ☐ 4. Property lines and lot dimensions.
☐ ☐ ☐ 5. Existing and proposed topography depicted in two-foot contour lines labeled with USGS datum
☐ ☐ ☐ 6. Location of all buildings on adjacent properties within 200 feet.
☐ ☐ ☐ 7. Building setbacks on front, side rear.
☐ ☐ ☐ 8. Location and type of natural features such as woods, wetlands, streams, rivers, lakes, drains, etc.
☐ ☐ ☐ 9. Access both pedestrian and vehicular, showing approach type, radii on curb returns and points of ingress and egress.
☐ ☐ ☐ 10. Adjacent right-of-ways including private driveways, curb, gutter, sidewalks, median islands, streetlights, hydrants.
☐ ☐ ☐ 11. Location of existing and proposed water main and/or water service, fire hydrants or private well.
☐ ☐ ☐ 12. Location of existing and proposed sewer main and/or sewer lead or septic tank.
☐ ☐ ☐ 13. Location of existing and proposed storm water structures and system.
☐ ☐ ☐ 14. Location of private utilities including electric, gas, phone, cable, etc.
☐ ☐ ☐ 15. Other _____