

Preliminary Plat Information

Address:

Project Name:

This checklist is intended as a guide to assist the applicant in the Administrative/Planning Commission subdivision review process. 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/approvals required from other agencies as noted:
 - Kalamazoo County Road Commission
 - Kalamazoo County Drain Commission
 - Kalamazoo County Planning Department
 - Kalamazoo County Environmental Health Department
 - Michigan Department of Transportation
 - Michigan Department of Natural Resources and Environment
 - Portage Public Schools
 - Other _____
- 5. An affidavit of ownership identifying all contiguous holdings of the proprietor with an indication of the portion of which is proposed to be subdivided (by section and parcel number or other legal description) which shall include the dates the respective holdings of land were acquired, together with the recording document number of each conveyance to the present owner as recorded in the County Register of Deeds office. The affidavit shall advise as to the legal owner of the property, the contract owner of the property, the date involved, a complete list of all directors and officers of each corporation.

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 drawn to an engineering scale not exceeding 1" = 100' with a north arrow oriented to the top of the sheet.
- 3. All plans will be clear, legible, accurately scaled and sealed by the surveyor.
- 4. The location by section, town and range or by other legal description.
- 5. The names and addresses of the proprietor, the owner and the surveyor who designed the subdivision layout.
- 6. All contiguous holdings of the proprietor with an indication of the portion of which is proposed to be subdivided.
- 7. The scale of the plat, for which the minimum acceptable scale is one inch to equal one hundred feet.
- 8. The date.
- 9. The north point.

Existing Conditions

Yes No N/A

- 1. An overall area map showing the relationship of the subdivision to surrounding areas within one-half mile.
- 2. Information on the area map shall include such things as section lines and/or major streets or collector streets. The minimum acceptable scale for such map is one inch to equal eight hundred feet.
- 3. The boundary line of the proposed subdivision, section or corporation lines within or adjacent to the tract being proposed for subdivision, including those of areas across abutting roads.

Yes No N/A

4. The location, width and name of existing or prior platted streets and private streets, and public and private easements within or adjacent to the tract being proposed for subdivision, including those located across abutting roads.
5. The location of existing sewers, water mains, storm drains and other underground facilities within or adjacent to the tract being proposed for subdivision.
6. The topography drawn as contours with an interval of not more than two feet. Elevations shall be based on United States Geological Survey data.
7. For a subdivision that is lying within a flood hazard area as identified by the Flood Insurance Study of Portage, Michigan, base flood elevation data shall be provided. Base flood elevation shall indicate the anticipated high water level during a flood having one-percent (1%) chance of being equaled or exceeded in any given year.
8. Significant natural and man-made features which could influence the layout and design of the subdivision.
9. Zoning of the land proposed to be subdivided and surrounding land area.
10. The school board or school board superintendent of the school district having jurisdiction in the area concerned shall be informed and made known of the proposed preliminary plat by the proprietor. A letter or document from the school board or school board superintendent indicating awareness of the proposal shall be submitted to the Commission as part of the preliminary plat.

Proposed Conditions

Yes No N/A

1. Street design:
- Proposed street names, right-of-way widths and connections with adjoining streets.
 - Width and location of alleys, easements and public walkways.
 - The maximum number of lots on a residential cul-de-sac cannot exceed 20.
 - Street names shall be indicated as approved by the City Planner and the County Planning Department.
2. Lot design:
- Numbers and dimensions of lots, including building setback lines showing dimensions.
 - Corner lots must be platted at least 20 feet wider.
 - Side lot lines must be as nearly as possible at right angles or radial to the street lines.
 - The maximum length of a block cannot exceed 1,400 feet.
 - Lots that back or side into freeways, major or collector thoroughfares, shopping centers and industrial properties must incorporate at least an additional 20 feet of lot depth and/or width for buffering purposes.
3. An indication of parcels of land intended to be dedicated or set aside for public use or for the use of property owners in the subdivision.
4. An indication of the ownership and the existing and proposed use of any parcel identified as "excepted". The preliminary plat shall indicate how this property could be developed in accordance with the requirements of the existing zoning district in which it is located and with an acceptable relationship to the layout of the proposed preliminary plat.
5. An indication of the system proposed for sewage by a method meeting the requirements of Council and the Michigan Department of Natural Resources and Environment.
6. An indication of the storm drainage method and disposal area.
7. In case where a proprietor wishes to subdivide a given area but wishes to begin with only a portion of the total area, the preliminary plat shall include the proposed general layout for the entire area. The part which is proposed to be subdivided first shall be clearly superimposed upon the overall plan in order to illustrate clearly the method of development which the proprietor intends to follow.
8. Any variance from the provisions of these Subdivision Regulations must be requested in writing upon the submission of the preliminary plat (See Section 42-713).

Comments:

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