

7-15-10

**CANNON TOWNSHIP
6878 BELDING ROAD NE
ROCKFORD MI 49341
616 874-6966 FAX 616 874-8940
PROCEDURE FOR SUBDIVISION OF LAND (PLATTING)**

1. FEES

The application fees cover the cost of reviewing the preliminary plat, final plat and holding a public hearing for the preliminary plat. The Township Board reviews the final plat.

2. Meeting Dates

The Cannon Township Board meets on the second and fourth Monday of the month at 7:00 p.m. The Cannon Township Planning Commission meets on the second Tuesday of the month at 6:00 p.m. Both the Board and Planning Commission meet in the public meeting room at the Cannon Township Hall, 6878 Belding Road.

3. Application Submittal

An application for preliminary plat approval must be submitted at least 30 days prior to the meeting at which the Planning Commission considers the application.

4. Application Procedures

Preliminary Plats - Tentative Approval Procedure

(1) The applicant must submit a written application, review and escrow fees, and at least 14 copies of the preliminary plat to the Township Clerk at least 30 days before a meeting of the Planning Commission. **The preliminary plat must be prepared in accordance with Section 2.02 of the Subdivision Ordinance (96-02).** The Township Engineer, Planner, Attorney, and Fire Chief will review these plans.

(2) Preliminary plats shall be referred to the Planning Commission, which shall consider the preliminary plat and make a recommendation to the Township Board. Such consideration and recommendation shall take place following a public hearing by the Planning Commission on the preliminary plat. For such hearing, at least fifteen (15) days notice shall be given by ordinary mail, sent to the owners of or parties in interest in the lands within 300 feet of the lands to be included in the plat. The preliminary plat, with minutes showing the action of the Planning Commission, shall then be referred to the Township Board.

(3) The Township Board shall approve or disapprove the preliminary plat not later than 90 days after the preliminary plat was first submitted by the proprietor. A resolution approving a plat shall state: (i) the nature and character of the improvements that will be required to be made by the Proprietor; (ii) the periods of time within which the respective improvements must be completed; and (iii) any conditions relating thereto. If the preliminary plat is not approved, the Township Board shall set forth in writing its reasons for rejection. The Township Board shall record its approval or disapproval on the plat and return one copy to the Proprietor.

(4) Tentative preliminary approval by the Township Board confers upon the proprietor for a period of one year from the date of approval, the lot sizes, lot orientation and street layout. The Township Board may extend the duration of such tentative approval.

Preliminary Plat - Final Approval Procedure

Following tentative approval of the preliminary plat by the Township Board the Proprietor shall:

(1) Submit the preliminary plat to all other reviewing authorities as required by Act 288.

(2) Submit a list of all such authorities to the Township Clerk, certifying that the list shows all approving authorities as required by Act 288.

(3) Submit all approvals to the Township Clerk after they have been secured.

Following a determination that all required approvals have been secured, the Clerk shall forward the approved copies of the preliminary plat, together with all communications from the reviewing agencies, to the Township Board as soon as possible prior to the next regularly scheduled meeting. The Township Board shall, within 20 days after submission:

(1) Consider and review the preliminary plat and approve it if the Proprietor has met all conditions specified for approval of the preliminary plat.

(2) Instruct the Township Clerk to notify the Proprietor of approval or rejection in writing.

Final approval of the preliminary plat shall confer upon the Proprietor for a period of two years from the date of approval, the rights granted under Act 288. The Township Board may extend this period.

Final Plat - Final Approval Procedure

Requirements:

(1) Final plats shall be prepared and submitted as provided in Act 288.

(2) A written application for approval and all recording and other Township and State fees shall accompany all final plats.

(3) The Proprietor shall submit proof of ownership of the land included in the final plat in a form satisfactory to the Township.

(4) The final plat shall be submitted not less than 20 days prior to the next regular meeting of the Township Board. For any plat submitted thereafter, the applicant shall pay an additional fee established by resolution, for the cost of calling a special meeting to comply with Section 167 of Act 288, unless the Proprietor waives compliance with Section 167.

(5) The Township Board shall examine the final plat at a meeting within 20 days after submission of the plat, or thereafter, if such time requirement is waived by the Proprietor, and the Board shall either approve or disapprove the plat.

(6) Before final approval of a plat, all required improvements shall be completed, or security shall be given as provided in Section 3.04 of Subdivision Ordinance.

(7) Monuments shall be set in accordance with Act 288 and the rules of the State Department of Treasury.

(8) Upon completion of all required improvements, one complete copy of as-built engineering plans for all required public improvements and utilities shall be filed with the Township Clerk coincident with the submission of the final plat.

(9) In lieu of completion of some or all required improvements, the Township Board may give final plat approval conditioned upon the proprietor providing a financial guaranty for performance as provided in Section 3.04.

(10) Security for completion will be as provided in Section 3.04.

Certificates on Final Plat

The final plat shall include proper certificates for the Township Clerk to certify the approval of the plat by the Township Board, and the acceptance on behalf of the public of all dedications shown thereon by the governmental body having jurisdiction over such dedication.

Improvements and Regulations

Article IV of the Subdivision Ordinance (96-02) specifies and regulates the standards for all subdivisions within the Township.

**CANNON TOWNSHIP
6878 BELDING ROAD NE ROCKFORD MI 49341
APPLICATION FOR SUBDIVISION PLATTING**

DATE _____

APPLICANT _____

ADDRESS _____

CITY _____ STATE: _____ ZIP: _____

PHONE NUMBER _____ FAX NUMBER _____

CELL PHONE _____ EMAIL _____

ATTACH LEGAL DESCRIPTION

PERMANENT PARCEL NUMBER _____

OWNER OF PROPERTY _____

ADDRESS _____

PHONE _____

PRESENT ZONING CLASSIFICATION: _____

PRESENT USE OF PROPERTY: _____

NUMBER OF PROPOSED LOTS: _____

PLEASE CIRCLE BELOW:

UTILITIES - PUBLIC SEWER: Yes No PRIVATE SEPTIC Yes No

PRIVATE WATER SYSTEM: Yes No STREET LIGHTS: Yes No

PETITION ATTACHED? Yes No SIDEWALKS Yes No Variance

PRIVATE ROAD(S) OR PUBLIC ROAD(S)

ADDITIONAL INFORMATION: _____

I grant permission for members of the Cannon Township Planning Commission, Township Board, Township Consultants and Representatives to enter the above-described property (or as described in the attached) for the purposes of gathering information related to this application/request/proposal. (Note to Applicant: This is optional and will not affect any decision on your application.)

Applicant Signature _____

Parcel(s) Owner Signature _____

Date _____

NOTE: PLEASE REFER TO CANNON TOWNSHIP SUBDIVISION ORDINANCE FOR ADDITIONAL INFORMATION 96-2, GENERAL ORDINANCES

Number of lots _____

Application: \$500.00

Escrow:

Less than ten (10) home sites \$3,000.00

More Than 11 or more home sites \$5,000.00

Total \$ _____

Escrow Account # _____

Zoning Administrator

Date