

Charter Township of Clinton Platting Procedures

An APPLICATION TO PLAT LAND is required to create any division of an acreage parcel or a recorded lot or to re-plat any recorded lots.

The Charter Township of Clinton requires that land be properly zoned for any proposed development, use or occupancy. If the existing zoning of the land does not permit the new construction, reconstruction or new occupancy of an existing building, proper zoning shall first be affected under separate APPLICATION TO AMEND THE MAP OF THE PLANNING AND ZONING CODE. An APPLICATION TO PLAT LAND will not be accepted unless the land is properly zoned.

Thorough understanding by the applicant of all procedures and requirements can be crucial in minimizing costs and delays. The applicant is encouraged to contact the Clinton Township Department of Planning and Community Development prior to filing this application. Discussion of the proposal with a Staff Planner can be an invaluable means to identify and eliminate potential problems.

Information regarding platting of land also is contained in Act 168 OF MICHIGAN PUBLIC ACTS OF 1959, ACT 288 OF MICHIGAN PUBLIC ACTS OF 1967, PLANNING AND ZONING CODE OF THE CHARTER TOWNSHIP OF CLINTON (ORDINANCE No. 260), CLINTON TOWNSHIP LAND DEVELOPMENT ORDINANCE NO. 281 OF 1989 and CLINTON TOWNSHIP SUBDIVISION REGULATIONS ORDINANCE NO. 268 OF 1981, all as amended.

APPLICATION TO PLAT LAND

An Application to Plat Land shall be filed with the Clinton Township Department of Planning and Community Development. It is suggested that the applicant file this application in person rather than by mail.

Refusal or failure by an applicant to comply with the following procedures shall constitute sufficient grounds to withhold an application from processing.

The following forms, documents and data shall be the minimum required to file this application. All forms shall contain original signatures notarized as required.

1. One (1) copy of the "APPLICATION TO PLAT LAND" form
2. One (1) copy of the "AFFIDAVIT OF OWNERSHIP OF LAND IN THE CHARTER TOWNSHIP OF CLINTON" form
3. One (1) copy of the Township RECEIPT for fee payment
4. One (1) copy of the "AFFIDAVIT OF SUBMITTAL" form

5. One (1) copy of the LEGAL DESCRIPTION of the land
6. One (1) copy of a VICINITY SKETCH
7. Two (2) copies of a TOPOGRAPHIC SURVEY
8. Seven (7) copies of the TENTATIVE PRELIMINARY PLAT
9. Two (2) copies each of any OTHER SUPPORTING DATA

If the applicant is not certain that all the data is accurate to complete the application, such spaces on the form should be left blank and the Staff of the Department of Planning and Community Development will assist the applicant in obtaining the correct information.

APPLICANT INFORMATION

The applicant generally is the individual who will attend the meeting of the Clinton Township Planning Commission and the Clinton Township Board and to whom all pertinent correspondence will be addressed.

The applicant may choose to designate a representative. A representative typically serves the interests of the applicant in a technical capacity such as that of project architect, engineer or building contractor. A business partner, attorney or real estate broker may represent the applicant.

The representative shall be empowered to speak and correspond on behalf of the applicant and will receive duplicate correspondence.

The applicant and/or designated representative must be present at each meeting of any commission or board when consideration of the plat is made.

LAND INFORMATION

Much of the information required to complete this section of the application can be obtained from the property deed or land contract, the latest tax bill or a land survey.

PROJECT INFORMATION

The Charter Township of Clinton requires that land be properly zoned for any proposed development, use or occupancy. If the existing zoning of the land does not permit the platting or re-platting as proposed, proper zoning shall first be effected under separate APPLICATION TO AMEND THE MAP OF THE PLANNING AND ZONING CODE. An Application to Plat Land will not be accepted unless the land is properly zoned. The name of the proposed subdivision to be platted shall be identified.

If the proposed subdivision will be the result of a re-plat of lots of record, the name of the original recorded subdivision plat and the numbers of the lots in the original recorded subdivision plat shall be identified.

The proposed subdivision shall be identified as a conventional plat or an open-space plat.

The number of lots which will result in the proposed plat shall be indicated.

AFFIDAVIT OF OWNERSHIP

The Affidavit of Ownership of Land in the Charter Township of Clinton is required to identify the titleholder to the land.

If the property is jointly or corporately owned, any one person having authority within a partnership to do so shall sign the affidavit. The separate signature of each owner/partner is not required.

FEE PAYMENT

A non-refundable filing fee, in check or money order made payable to the CLINTON TOWNSHIP TREASURER, shall be paid at the office of the Township Treasurer. A fee is required in the amount of One Thousand Five Hundred (\$1,500.00) Dollars, plus Twenty (\$20.00) Dollars per lot.

AFFIDAVIT OF SUBMITTAL

The Affidavit of Submittal is required to assure that the tentative preliminary plat receives review by the Macomb County Plat Coordinating Committee to ensure that all jurisdictional agents to the platting of land are made aware of the initiation of the proposal and are enabled to advise requirements or offer comments.

LEGAL DESCRIPTION

If the land is un-platted acreage or involves any part of a platted lot, the legal description of the land shall be written in metes and bounds contained in a survey which shall be certified by a licensed professional surveyor registered with the State of Michigan. The application will not be accepted without such certification.

The legal description and the seal of the licensed professional surveyor shall be incorporated onto the preliminary plat.

VICINITY SKETCH

The vicinity sketch shall be a legible drawing showing the general location of the land identified in the application in relation to the nearest intersection of streets or U.S. Government Section Corners.

If the land is un-platted acreage or involves any part of a platted lot, the vicinity sketch shall be certified by a licensed professional surveyor registered with the State of Michigan. The application will not be accepted without such certification.

TOPOGRAPHIC SURVEY

The topographic survey shall be drawn in accord with Clinton Township Subdivision Regulations Ordinance No. 268 and U.S.G.S. datum.

PLAT

The plat shall be drawn in accord with and shall contain all requirements as cited in ACT 168 OF MICHIGAN PUBLIC ACTS OF 1959, ACT 288 OF MICHIGAN PUBLIC ACTS OF 1967, PLANNING AND ZONING CODE OF THE CHARTER TOWNSHIP OF CLINTON, CLINTON TOWNSHIP LAND DEVELOPMENT ORDINANCE NO. 281 OF 1989 and CLINTON TOWNSHIP SUBDIVISION REGULATIONS ORDINANCE NO. 268 OF 1981, all as amended.

OTHER SUPPORTING DATA

Other supporting data may consist of any additional drawing, document, written statement, evidence, engineering data or information in sufficient detail to convey the feasibility and reasonableness of the development.

TENTATIVE APPROVAL OF PRELIMINARY PLAT APPLICATION

The forms, documents and data shall be the minimum required as previously outlined to file with the Clinton Township Department of Planning and Community Development for tentative approval of a preliminary plat.

PROCESS

The initial processing of this application, relevant to acquiring tentative approval of a preliminary plat, will generally take a minimum of from eight (8) to ten (10) weeks from the date on which this application is filed. This period will include a meeting with the Clinton Township Planning Commission for their review and recommendation on the tentative preliminary plat. This period will also include a meeting with the Clinton Township Board for their determination whether to grant tentative approval to the preliminary plat.

Preliminary plats shall comply with all State public acts, Township codes and ordinances and with reviewing agent requirements prior to placement on a Planning Commission agenda.

The preliminary plat shall remain valid for a period of twelve (12) months from the date of tentative approval of the preliminary plat by the Clinton Township Board.

FINAL APPROVAL OF PRELIMINARY PLAT

APPLICATION

The following forms, documents and data shall be the minimum required to file with the Clinton Township Department of Planning and Community Development for FINAL APPROVAL OF PRELIMINARY PLAT.

1. One (1) copy of a LETTER OF REQUEST FOR FINAL APPROVAL of a preliminary plat and containing identification of the location of the land and the name of the proposed plat
2. One (1) copy each of WRITTEN EVIDENCE OF APPROVAL by the:

- A. Macomb County Department of Health, if public water and sewer is not available
- B. Macomb County Plat Coordinating Committee
- C. Macomb County Public Works Commission
- D. Macomb County Road Commission, if the proposed plat includes or abuts roads under the jurisdiction of that agency
- E. Michigan Department of Highways and Transportation, if the proposed plat includes or abuts roads under the jurisdiction of that agency
- F. Michigan Department of Natural Resources, if the proposed plat abuts a lake or stream or river or has a flood plain traversing the land

3. Twenty-Three (23) copies of the final preliminary plat

PROCESS

The processing of a request for final approval of a preliminary plat will generally take a minimum of from two (2) to three (3) weeks from the date on which the letter of request is filed. This period will include a meeting with the Clinton Township Board for their determination whether to grant final approval to the preliminary plat.

A summary of sequential activity, which briefly describes the process and certain documents necessary to acquire final approval of a preliminary plat, is shown as APPENDIX B attached to this application.

Preliminary plats shall comply with all requirements of Act 168 of Michigan Public Acts of 1959, Act 288 of Michigan Public Acts of 1967, Planning and Zoning Code of the Charter Township of Clinton (Ordinance No. 260), Clinton Township Land Development Ordinance No. 281 of 1989 and Clinton Township Subdivision Regulations Ordinance No. 268 OF 1981, all as amended.

A preliminary plat shall remain valid for a period of two (2) years from the date of final approval of a preliminary plat by the Clinton Township Board.

FINAL APPROVAL OF A PLAT

APPLICATION

The following forms, documents and data shall be the minimum required to file with the Clinton Township Department of Planning and Community Development for FINAL APPROVAL OF A PLAT.

1. One (1) copy of a LETTER OF REQUEST FOR FINAL APPROVAL of a plat and containing identification of the location of the land and the name of the proposed plat
2. One (1) MYLAR OF THE FINAL PLAT drawn in accord with a containing all requirements as cited in Act 168 of Michigan Public Acts of 1959, Act 288 of Michigan Public Acts of 1967, Planning and Zoning Code of the Charter Township of Clinton (Ordinance No. 260), Clinton Township Land Development Ordinance No. 281 of 1989

and Clinton Township Subdivision Regulations Ordinance No. 268 OF 1981, all as amended

3. One (1) PEN
4. One (1) copy of SUBDIVISION RESTRICTIONS
5. One (1) copy of an INSURANCE POLICY
6. Thirteen (13) PRINTS of the Mylar

PROCESS

The processing of a request relevant to acquiring FINAL APPROVAL OF A PLAT will generally take a minimum of from two (2) to three (3) weeks from the date on which the letter of request is filed. This period will include a meeting with the Clinton Township Board for their determination whether to grant final approval to the plat.

SUBDIVISION RESTRICTIONS

If the plat contains a storm-water retention basin, as may be required by the Township Engineer in accord with Clinton Township Land Development Ordinance No. 281, Subdivision Restrictions as intended to be recorded with the final plat shall provide for the creation of an association of owners of land in the subdivision to be served by a storm-water retention basin, the imposition of maintenance expenses upon such owners, affirmation of equal assessment of such owners for maintenance and outline the method for collection of assessments for maintenance.

The Subdivision Restrictions shall further provide that the Charter Township of Clinton, in event the association of owners of land in the subdivision default in maintaining a storm-water retention basin, may take control of such basins, provide maintenance and collect against all owners of land in the subdivision for all actual costs incurred, including engineering and legal fees.

Subdivision Restrictions shall not abridge any rights of the Charter Township of Clinton pursuant to MCL 560.192A.

MYLAR AND PEN

The final plat shall be drawn in accord with and shall comply with all requirements of Act 168 of Michigan Public Acts of 1959, Act 288 of Michigan Public Acts of 1967, Planning and Zoning Code of the Charter Township of Clinton, Clinton Township Land Development Ordinance No. 281 of 1989 and Clinton Township Subdivision Regulations Ordinance No. 268 of 1981, all as amended.

The pen, containing black ink, shall have the capability to impose an acceptable signature impression on the Mylar.