



Applicant Checklist for Subdivisions/Plats

SD-1/5

1. A Subdivision/Plat application package is available from the Community Planning and Development Department. The application shall be completed in full with the appropriate fee to this office. The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday
2. The application package consists of one (1) applicant checklist, one (1) application form, one (1) review guidelines form, and one (1) copy of the land subdivision standards.
3. Pre-application information shall include:
 - a. Sketch plan on topographic or aerial survey.
 - b. A description of the existing conditions and the proposed development.
4. Pre-application information shall be submitted to the Community Planning and Development Department. Each application shall be accompanied by the payment of a fee.
5. It is your responsibility to ensure that the plan information is complete. An incomplete application may take additional time to review.
6. The preliminary subdivision plan will be forwarded to the Planning Commission for review and approval.
7. Planning Commission meetings are held the first Thursday of every month, beginning in the City Commission Chambers at 7:00 p.m.
8. As a general rule, the application must be received by the Community Planning and Development Department **at least** four (4) weeks prior to the Planning Commission meeting.
9. You are expected to attend the Planning Commission meeting.
10. It is your responsibility to review the appropriate sections of the Zoning Ordinance, in addition to the land division standards, prior to submitting your preliminary subdivision application package.
11. Following a recommendation by the Planning Commission on the final preliminary plat, the City Commission shall have the authority to approve or deny the final preliminary plat and subsequently the final plat.

If you have any questions on completing this application, please call the Community Planning and Development Department at (269) 337-8044.



Application for Preliminary Subdivision Approval

Fully completed application, fee, and all related documents must be returned to the Community Planning and Development Department **at least four (4) weeks prior** to the Planning Commission Meeting.

Please Include the \$ Fee

SD-2/5

*****Return to the Community Planning and Development Department, 241 W. South St. Kalamazoo, MI 49007*****

A. Applicant Information

Name of Applicant _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____

[If the applicant is not the property owner, a letter signed by the owner agreeing to the Special Use Permit must be included with the application]

Owner of Parcel [if different than applicant] _____ Phone _____
Address _____ Fax _____
City _____ State _____ Zip _____

Provide names and addresses of any other person having a legal or equitable interest in the property

B. Property Information

Street or Street Address _____
This property is located between _____ street
and _____ street, on the
 north south east west side of the street.

Number of acres _____

Legal Description of the property [may be on a separate sheet attached to this application] _____

C. Purpose of Request [describe briefly the nature of your request, i.e., number of lots, road locations, utilities requires, etc.] _____

D. Attachments [8 – 24” x 36” prints; 2 – 11” x 17” prints]

- Preliminary development site plan
- Topographic map
- Utility/road plans

This application shall be completed in full and accompanied by all supporting data and the application fee before it will be accepted by the City of Kalamazoo.

Signature of Applicant _____ Date _____

Signature of Owner (if different than applicant) _____ Date _____



Review Guidelines for Tentative Preliminary Subdivision/Plat

SD-3A/5

Data Required as a basis for preliminary plats shall include any or all existing conditions as follows:

1. Boundary lines: bearing and distances of tract;
2. Easements: location, width, and purpose;
3. Streets on and adjacent to the tract: name and right-of-way width and location; types, width, and elevation of surfacing; any legally established centerline elevations; walks, curbs, gutters, culverts, etc;
4. Utilities on and adjacent to the tract: location, size, and invert elevation of sanitary and storm sewers; location and size of water mains; location of fire hydrants; if water mains and sewers are not on or adjacent to the tract, indicate the direction, distance to, and size of the nearest ones, showing inverted elevation of sewers. The city shall provide such data and recommendations as may be pertinent to this requirement;
5. Ground elevations on the tract, based on datum plan approved by the City Engineer: for land that slopes less than approximately two [2] percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than one hundred [100] feet apart in all directions; contours with an interval of not more than two [2] feet shall be shown for all lands on a plan with a scale of two hundred [200] feet per inch or larger;
6. Subsurface conditions on the tract, if required by the Health Officer: location and results of at least one [1] test per acre made to ascertain subsurface soil, rock and ground water conditions; depth to ground water unless test pits are dry at a depth of eight [8] feet; location and results of soil percolation tests if individual sewage disposal systems are proposed;
7. Other conditions on the tract: water courses, marshes, rock outcrops, wooded areas, isolated preservable trees one[1] foot or more in diameter, houses, barns, shacks, and other significant features;
8. Titles and certificates: present tract designation according to official records in office of County Register of Deeds; title under which proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of registered civil engineer or surveyor, date of survey;
9. Preliminary plat shall be at a scale of two hundred [200] feet to one [1] inch or larger [preferred scale of one hundred (100) feet to one (1) inch]. It shall show all existing conditions required above in Section 6.11, and shall show all proposals including the following:
 - a. Streets: names, right-of-way and roadway widths, approximate grades and gradients, similar data for alleys, if any;
 - b. Other rights-of-way or easements: location, width and purpose;
 - c. Location of sewer and water facilities and fire hydrants, if not shown on other exhibits;
 - d. Lot lines and lot numbers;
 - e. Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses;
 - f. Sites, if any, for multi-family dwellings, shopping centers, churches, industry or other non-public uses exclusive of single-family dwellings;
 - g. Site data, including total acres, number of lots, typical lot dimensions and area, lineal feet in streets, acres in streets, parks, etc.;
 - h. Title, scale, north arrow, and date;
10. The Preliminary Plat shall be accompanied by profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalk; and preliminary plan of proposed sanitary sewer.



Review Guidelines for Final Preliminary Subdivision/Plat

SD-3B/5

Data Required as a basis for final plats shall include any or all existing conditions as follows:

1. Final plat shall be drawn in ink on tracing cloth on sheets eighteen [18] inches wide by twenty-four [24] inches long and shall be at a scale of one hundred [100] feet to one [1] inch or larger. Where necessary, the plat may be on several sheets accompanied by an index showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval progressively, in contiguous sections satisfactory to the Planning Commission;
2. Primary control points, approved by the City Engineer, or descriptions and “ties” to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
3. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles, and radii, arcs, and central angles of all curves;
4. Name and right-of-way width of each street or other right-of-way;
5. Location, dimensions, and purpose of any easement;
6. Number to identify each lot or size;
7. Purpose for which sites, other than residential lots, are dedicated or reserved;
8. Minimum building setback line on all lots and other sites;
9. Location and description of monuments;
10. Names of record owners of adjoining unplatted land;
11. Reference to recorded subdivision plats of adjoining platted land by record name, date, and number;
12. Certification by surveyor or engineer certifying to accuracy of survey and plat;
13. Certification of title showing that applicant is the landowner. Said certification shall in the form of either an attorney’s opinion or title insurance;
14. Statement by owner dedicating streets, rights-of-way, and any sites for public uses;
15. Certification by the City Treasurer and County Treasurer showing that all taxes and assessments have been paid;
16. Title, scale, north arrow, and date;
17. Cross sections and profiles of streets showing grades approved by the City Engineer. The profiles shall be drawn to city standard scales and elevations and shall be based on a datum plane approved by the City Engineer;
18. A certificate by the City Engineer certifying that the subdivider has complied with one of the following alternatives:
 - a. All improvements have been installed in accord with the requirements of these regulations and with the action of the Planning Commission giving conditional approval of the preliminary plat, or
 - b. A bond or certified check has been posted, which is available to the City of Kalamazoo, in sufficient amount to assure such completion of all required improvements within two [2] years after approval of the final plat.



Tentative Preliminary Subdivision/Plat Checklist

For Staff Use Only

SD-4A/5

A. Location of Parcel

B. Recording Dates

Staff/Applicant conference.....

Date:

Application received.....

Date:

Application..... Fee: \$

Date:

Tentative Preliminary Plat.....

Date:

Site Plans Received.....

Date:

Field check and photograph.....

Date:

Staff Report.....

Date:

Review committee distribution.....

Date:

Review committee meeting.....

Date:

Legal notice and area map to newspaper.....

Date:

Legal notice and map published.....

Date:

Notification of date, time, and place of public hearing and map mailed to applicant, property owners, neighborhood organizations, and utilities within 300 feet sent 15 days prior to public hearing.....

Date:

Planning Commission distribution.....

No. Sent

Planning Commission public hearing.....

No. Returned

Tentative preliminary plat approval

Date:

Conditions imposed.....

Date:

Letter to applicant on action taken.....

Yes: No:

Yes: No:

Date:

Preliminary approval includes a one [1] year guarantee on lot arrangement, lot size, and street pattern layout. Developer is authorized to submit for final approval on the basis of the preliminary plat.



Final Preliminary and Final Subdivision/Plat Checklist

For Staff Use Only

SD-4B/5

A. Location of Parcel

B. Final Preliminary Plat

Application received.....

Date:

Application..... Fee: \$

Date:

Contact and receive approval of Preliminary Plat from other

Appropriate review agencies.....

Date:

Provide City Clerk with mailing list, public hearing notice, and map.....

Date:

Legal notice and area map to newspaper.....

Date:

Legal notice and map published.....

Date:

Notification of date, time, and place of public hearing and map mailed to applicant, property owners, neighborhood organizations, and utilities within 300 feet sent 15 days prior to public hearing.....

Date:

Planning Commission distribution.....

No. Sent

Planning Commission public hearing.....

No. Returned

Submission for final preliminary plat approval

Date:

Transmittal to City Commission.....

Date:

Final preliminary plat approval/denial by City Commission.....

Date:

Letter to applicant on action taken.....

Date:

If final preliminary plat is approved, developer has two [2] years

Date:

Within which to complete all the required public improvements.

Date:

Once improvements are complete or security for improvements

Has been obtained, the developer is authorized to submit for

final plat approval.

C. Final Plat

Public improvements are completed or security for completion is obtained

Date:

Preparation of final plat drawing which meets all requirements of the Land Division Act, Zoning Ordinance, and city standards.....

Date:

Submission of final plat approval.....

Date:

Final plat approval/denial by City Commission.....

Date:

Letter of approval/denial by City Commission.....

Date:

Final plat certificate is signed by City Clerk.....

Date:

Transmittal to County Plat Board.....

Date:

The final plat is approved and lots within the subdivision may now be sold.

Distribution:
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Statement of Intent
Final Preliminary Subdivision/Plat Decision
For Staff Use Only

SD-5A/5

A. Applicant Information

Name of Applicant Phone

Address

City State Zip Code

Owner of Parcel (if different from applicant) Phone

Address

City State Zip Code

B. Your request for a Final Preliminary Subdivision/Plat Permit has been reviewed and approved/denied by the Kalamazoo City Commission on Date:

Conditions, if any

C. Final Preliminary Subdivision/Plat approval will expire if Final Subdivision/Plat approval is not granted by the City Commission, at the applicants request, by Date:

Additional comments

The signature below shall attest to the fact that a subdivision/plat request has been reviewed by the Kalamazoo City Planning Commission as requested by the applicant whose name appears above.

City Planner

Date



Statement of Action
Final Subdivision/Plat Permit Decision
For Staff Use Only

SD-5B/5

A. Applicant Information

Name of Applicant Phone

Address

City State Zip Code

Owner of Parcel (if different from applicant) Phone

Address

City State Zip Code

B. Your request for a Final Subdivision/Plat Permit has been reviewed and approved/denied by the Kalamazoo City Commission on Date:

Conditions, if any

Performance bond, if any Amount \$

For the purpose of Description:

To be completed by Date:

Additional comments

The signature below shall attest to the fact that a subdivision/plat request has been reviewed by the Kalamazoo City Planning Commission as requested by the applicant whose name appears above.

City Planner

Date