

TENTATIVE PRELIMINARY PLAT CHECKLIST

The checklist is intended only as a guide to the information and materials that are required to be submitted with a tentative preliminary plat application. For a detailed list, refer to Section 62-34 of the Township Code of Ordinances.

Plat name _____

Check if provided

1.	Ten sealed copies on paper not greater than 24" X 36" drawn at a scale of not more than 200 feet to one inch.
2.	Scale and north arrow shown on the plat.
3.	One 8.5 " X 11" copy of the plat.
4.	Proof of property ownership in the form of a title insurance policy or a title opinion prepared by an attorney licensed in Michigan showing all legal and equitable owners (including mortgagees, contract purchasers, and fee owners) of the land, all grants, reservations, restrictions, or easements.
5.	Legal description of the property proposed for the subdivision.
6.	Vicinity map showing the general relationship of the subdivision to the surrounding area and nearby facilities.
7.	The boundary of the proposed subdivision with dimensions of the entire property and of any easements.
8.	Owners of all adjacent properties and the names of adjacent subdivisions identified on the plat.
9.	Boundary and character of woodlands, wetlands, 100-year floodplain, other features, and required setbacks. Wetlands shall be delineated by a wetlands professional, with data provided in a written report.
10.	Existing stormwater drainage patterns.
11.	Soils based on the soil survey for Ingham County or soil borings.
12.	Identified habitat of endangered, threatened, or special concern species.
13.	Sight distance limitations along existing or proposed streets.
14.	Topographic relief of the site and land within 100-feet of the site at two foot contour intervals (referenced to a USGS elevation datum). Slopes greater than eight percent must be highlighted.
15.	The general topography and features of adjacent land, when stub streets are proposed at or near the boundaries of the subdivision.
16.	Other unique features of the site (such as historic or archaeological).
17.	Zoning classification of the site and all adjacent properties.
18.	Table providing the area (in square feet), width, and depth of each lot.
19.	Buildable area shall be indicated on each lot as well as the required setbacks from any wetland or water feature.
20.	Name, location, and right-of-way width of any existing public roads, street, highways, or railroads adjacent to or on the site and within 100 feet of the site. Number of lanes and the most current traffic volumes shall be noted for existing public streets, roads, and highways.
21.	Location and size of any existing public or private water lines, sanitary sewers, or storm sewers, drains, culverts, and other underground structures within the site or immediately adjacent.
22.	Location of above or below ground utilities within the site or adjacent, including gas, electric, telephone, and cable.
23.	Location of existing permanent structures on or within 100' of the site.
24.	A written statement specifying the intended use of the plat.
25.	Traffic assessment or study (if required).
26.	Proposed subdivision name.
27.	Layout, right-of-way width, typical cross-section, and names of proposed public streets.
28.	Sight distance plan and profile at each intersection of a planned subdivision street with any existing public street.
29.	Location, width, and construction material of any sidewalks or pathways.
30.	Location, width, and purpose of any proposed easements.
31.	Dimensions and area of all proposed lots or outlots. Lots shall be numbered consecutively and outlots alphabetically.
32.	Location, dimensions, and area of all parcels of land proposed to be set aside for commons, parks, playgrounds, or other grounds. The conditions of any dedication or reservation shall be specified.
33.	For phased subdivisions; a general layout for the entire development shall be provided. The temporary construction and permanent access to future phases shall be identified.
34.	A statement indicating whether street lighting is proposed in the subdivision.