



City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Plat Application

Date: _____ Project Address: _____

It is recommended that any Plat application that must go before the Planning Commission (PC) for approval be submitted to the City at least six (6) weeks in advance of the next regular PC meeting. This time is necessary to provide an adequate notice and review period of the application materials for compliance with applicable laws, codes, requirements, regulations, and to publicly Notice meetings and hearings in accordance with law. The City PC meets on the third (3rd) Tuesday of every month at 7:00 p.m. NO application will be placed on a Planning Commission agenda until it has been determined by the City to meet all applicable codes, requirements, regulations. As such, there is no guarantee that an application will be placed on the next regularly scheduled meeting agenda, even if submitted six (6) weeks in advance. It is the applicant's responsibility to modify (as requested by the City) and resubmit application materials in a timely matter. The City Plat application fee is \$1,000 plus engineering, legal, and other professional costs. Three (3) hard copies and a digital copy of the plans must be submitted initially with the Plat Application and fee amount prior to PC review.

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home/Office Phone: _____ Cell Phone: _____

Email: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home/Office Phone: _____ Cell Phone: _____

Email: _____

If applicant is not the owner, describe applicant's interest in the property. Proof of ownership or affidavit is required.

PROPERTY DESCRIPTION

Description of Proposed Project: _____

Zoning Classification(s):

- R-R Rural Residential
- R-2 Medium Density Residential
- B-1 General Business
- R-1 Low Density Residential
- R-3 High Density Residential
- B-2 Light Hwy. Business
- I-1 Light Industrial
- R-4 Mobile Home Park
- B-3 General Hwy. Business

Property Address and Parcel Identification Number Involved with Plat(s):

Address: _____ Parcel #700-____-____-____-____ Zone: _____
 Address: _____ Parcel #700-____-____-____-____ Zone: _____
 Address: _____ Parcel #700-____-____-____-____ Zone: _____
 Address: _____ Parcel #700-____-____-____-____ Zone: _____

Add Attachment for more information.

PLAT INFORMATION

The following information should be included, but is not limited to the below information provided either with this form or on the plat drawing.

1. Proposed name of plat: _____

2. Proposed number of lots and phases: _____

3. Legal description of the land to be platted and its area in acres: _____

4. Names, addresses, email, and telephone number contacts of the proprietor, planner, designer, engineer, or surveyor whoever designed the subdivision plat drawing layout.

5. A location map showing the relationship of the proposed plat to the surrounding area.

6. The name(S) of abutting subdivisions.

7. Date and north arrow on all plat maps and plat plan drawings.

8. Plat drawings should be prepared at a scale of one-inch equals 100 feet or larger.

9. Plat maps and plan drawings should include accurate layout of streets; indicating street names, rights-of-way widths, proposed pavement widths, easements, and connections with adjoining platted streets. Detail should also include plat street and turnaround grades and curve radii calculations

including same detail for all other transportation facilities not limited to docks, sidewalks, non-motorized trails and/or walkways.

10. Existing land use and existing zoning classifications of the proposed subdivision and that of abutting tracts.
11. A map of the entire area scheduled for development, including future phases if plat is to be done in phases. All proposed roads, including their connections to existing roads, should be shown.
12. Layout, number, area, and dimension of lots. Width of lot at the front yards' setback line should also be included.
13. The location of all floodplain and/or wetland areas.
14. The location of all existing features affecting the subdivision, such as freeways, railroads, buildings, woodlands, and watercourses, etc.
15. The location of all existing and proposed sanitary sewers, water mains, storm drains and other underground facilities within or adjacent to the proposed subdivision, including the location and dimensions of proposed street systems and dedicated right-of-way or easements therefore. All proposed retention/detention basins to accommodate storm drainage should also be shown.
16. Existing contours at 2-foot intervals. Topography is to be based on U.S.G.S. datum.
17. Copies of any proposed covenants and deed restrictions, or a statement in writing that none is proposed. If common areas are to be reserved for use of the residents of the subdivision, copies of an agreement showing how the area will be maintained shall also be submitted.
18. Land intended to be dedicated or set aside for public use or for the common use of property owners in the subdivision showing location, dimensions, and purpose.
19. A statement indicating the proposed use to which the subdivisions will be planned if other than single family.
20. If any portion of the subdivision will not be served by both public water and public sewer, submit copy of site report as described in the rules of State Department of Public Health.
21. Anticipated schedule for plat review and construction.

APPLICATION ATTACHMENTS

- 1. Survey showing proposed new lot lines, all existing structures, and all setbacks from existing and proposed lot lines to structures.
- 2. Legal proof of property ownership or interest in property (warranty Deed or other legal certificate of title, purchase agreement, etc.).
- 3. Application Fee of \$1,000.00 per Plat application.

Failure to provide true and accurate information on this application shall provide sufficient grounds to deny approval of the application and/or to revoke permits granted subsequent to an application approval.

APPLICANT'S ENDORSEMENT

I do hereby submit application for plat approval and understand that all engineering, legal, and other professional costs must be paid by the Applicant.

I also authorize the Planning Commission and City Staff to access the property for reasonable inspection purposes pertaining to this Plat Application and normal application review processes.

All information contained herein is true and accurate to the best of my knowledge. I further acknowledge that the City of Potterville and its employees or agents shall not be held liable for any claims that may arise as a result of acceptance, processing and/or approval of this Plat Application.

Signature of Applicant

Print Name of Applicant

Date

Signature of Property Owner

Print Name of Property Owner

Date

CITY USE ONLY

Approved – The proposed lot split meets all requirements of the City of Potterville Zoning Ordinance.

Denied – The proposed lot split does not meet the requirements of the City of Potterville Zoning Ordinance for the following reasons:

Signature of Applicant Official

Print Name of Applicant Official

Date