

Date: \_\_\_\_\_  
Application No: \_\_\_\_\_  
Review Fee: \$ \_\_\_\_\_

**APPLICATION FOR SUBDIVISION APPROVAL**  
**IRA TOWNSHIP**  
**7085 MELDRUM RD.**  
**FAIR HAVEN, MI 48023**  
**586-725-0207**

APPROVAL REQUESTED     Sketch Plan                       Tentative Preliminary  
    Final Preliminary                       Final Plat

**SUBDIVISION NAME:** \_\_\_\_\_

Applications for Subdivision Review must satisfy all of the applicable Subdivision Ordinance requirements for the stage of approval being requested. Appropriate number of copies of this form, together with same number of drawings, must be filed with the Township Clerk, together with the appropriate fee. Plans presented at the Planning Commission meeting will not be accepted for review. All copies shall be folded to a size of 8 1/2 " x 14", with this application form attached to same and folded so that this sheet faces out.

APPLICANT'S NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

If you are not the legal owner, state your basis of representation (Engineer, Attorney, Site Planner, Landscape Architect, option purchaser, etc.): \_\_\_\_\_

PROPERTY TAX IDENTIFICATION NO: \_\_\_\_\_

COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately).

COMMON DESCRIPTION OF PROPERTY OR ADDRESS, IF ISSUED: \_\_\_\_\_

ACRES: \_\_\_\_\_ LOTS: \_\_\_\_\_ LOT SIZE: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_ SURROUNDING PROPERTY: \_\_\_\_\_

DRAWINGS PREPARED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The applicant is required to attend all meetings at which the proposed plat is discussed. A recommendation may or may not be made at the meeting when this is presented to the Planning Commission.

The undersigned authorizes the members of the Planning Commission and any employees of the building department to enter upon the described premises to visually inspect the proposed site before and after any hearing scheduled for this application.

ACTION:

- Approved
- Denied

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature (date)

\_\_\_\_\_  
Legal Owner's Signature (if not applicant) (date)

## **IRA TOWNSHIP**

### **SUBDIVISION APPROVAL PROCEDURES**

#### **SKETCH PLAN**

1. This step is optional and is intended to acquaint the applicant with all applicable plans, policies and requirements.
2. The applicant is required to submit nine (9) copies of the Sketch Plan at least thirty (30) days prior to the Planning Commission meeting.
3. The Planning Commission will review the submitted plan and inform the subdivider or his agent of the Township's development policies and make appropriate comments and suggestions.
4. The Sketch Plan shall serve only as a general guide for subsequent phases of the platting process. No approval is required.

#### **TENTATIVE PRELIMINARY PLAT**

1. The applicant submits twenty (20) copies of the applicant and subdivision drawing, together with the required filing fee, at least thirty (30) days prior to the next regular Planning Commission meeting.
2. All plats submitted for Tentative Preliminary approval shall conform to the submission requirements of Article IV of the Ira Township Subdivision Ordinance. Any plat that fails to meet these minimum submission requirements will not be accepted.
3. Copies of the subdivision drawing are submitted to the Township Engineer and Township Planner to determine compliance with all applicable Township policies, codes, ordinances and the Master Plan.
4. The applicant shall submit the subdivision to the school district and to all applicable State and County review agencies. Evidence of such submittal in the form of a cover transmittal letter shall be provided.
5. The Planning Commission shall review the proposed subdivision and make a recommendation to the Township Board within sixty (60) days of the first Planning Commission meeting subsequent to the filing with the Township Clerk.
6. The Township Board shall approve or deny the Tentative Preliminary Plat within ninety (90) days of the original submission.
7. Tentative Preliminary Plat approval shall be valid for a period of one (1) year. Any extensions must be required in writing to the Township Board.

#### **FINAL PRELIMINARY PLAT**

1. The applicant submits twenty (20) copies of the Final Preliminary Plat, including engineering plans for all site improvements, to the Township Clerk at least thirty (30) days prior to the next regularly scheduled Planning Commission meeting.
2. All Final Preliminary plans shall meet the minimum submission requirements established by Article V of the Ira Township Subdivision Ordinance.

3. Approval letters from all applicable State, County and local review agencies shall be included as part of the submission requirements for Final Preliminary Plat approval.
4. Copies of the Final Preliminary Plat shall be submitted to the Township Planner and Township Engineer for their recommendation.
5. The Planning Commission shall review the plans and make a recommendation to the Township Board within thirty (30) days from submittal.
6. The Township Board shall either approve or deny the Final Preliminary Plat at its next meeting, but no later than twenty (20) days after receiving comments from the Planning commission.
7. Approval of a Final Preliminary Plat shall be valid for a period of two (2) years. Construction of plat improvement may not begin until all required fees and/or deposits have been made.

## **FINAL PLAT**

1. Final Plats shall be submitted to the Township board at least thirty (30) days prior to being considered by the Township Board.
2. Copies of the Final Plat shall be submitted to the Township Engineer and Township Planner for review and recommendation to the Township Board.
3. The Township Board shall either approve or deny the Final Plat within twenty (20) days following receipt of all required information.
4. The Township Board may require all improvements and facilities to be completed or guaranteed before approval is granted. The applicant is required to place all monuments and corner lot markers within one (1) year.
5. One (1) complete set of "as built" mylar drawings shall be provided by the applicant to the Township Engineer before final acceptance of the public improvements.
6. All fees due the Township must be paid before the mylar will be signed, along with copies of all permits and guarantees necessary for the construction of the subdivision improvements.