

**MONITOR TOWNSHIP, BAY COUNTY, MICHIGAN  
APPLICATION FOR  
FINAL SUBDIVISION PLAT REVIEW**

ALL APPLICATIONS FOR SUBDIVISION PLAT REVIEW MUST BE ACCOMPANIED BY THE FOLLOWING ITEMS:

- Subdivision Plan as specified in the Subdivision Ordinance.
- Maps, sketches, plans, and other information deemed necessary by the Township Planning Commission
- Legal description of property and proof of ownership
- Map showing gross land area, current and proposed zoning and land use
- Topographic map showing contours and all natural features (woodlands, wetlands, and similar features)
- A vicinity map showing surrounding properties, streets, freeways, parks, schools, and similar uses

Location of Construction/Building/Property

Address:	Abutting Zoning: north _____ south ____ west _____ east _____ Current Zoning: _____
Property ID No:	Lot Size, Acreage:

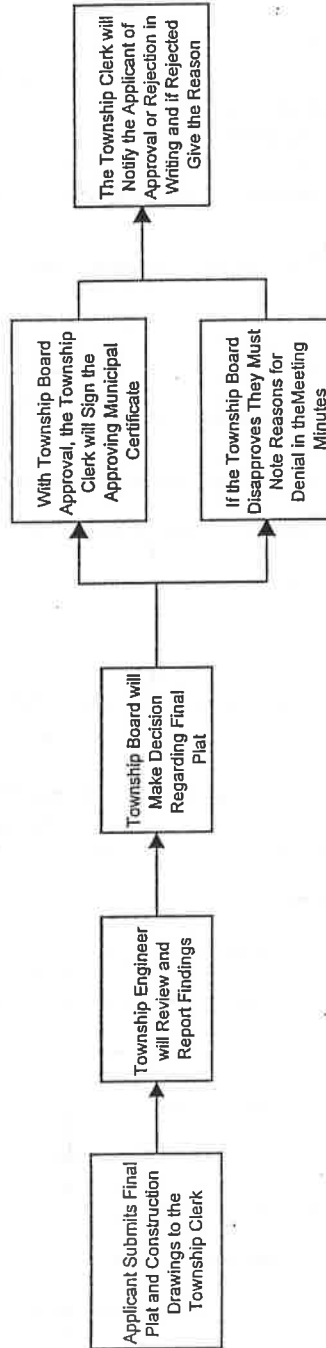
Name	Address	Phone No.
Developer		
Architect/Engineer/ Designer		
Owner/Tenant		

Agency Reviews and Reports

Agency	Submitted	Approved
County Road Commission		
County Drain Commissioner		
Department of Natural Resources		
Michigan Dept of Public Health		
Michigan Dept of Transportation		
County Plat Board		
Public Utilities		
Township Engineer		
Township Planner		
Planning Commission and Township Attorney		

Applicant Name:	Phone No.:
Address:	
Signature:	Date:

MONITOR TOWNSHIP, BAY COUNTY, MICHIGAN  
FINAL PLAT APPROVAL



## ***SUBDIVISION PLATTING***

Subdivision plats involving division of land within the Township, except condominium projects (defined in another section of this manual) are subject to plat review consistent with the requirements of the State of Michigan Subdivision Control Act and the Monitor Subdivision Ordinance. Building permits will be issued only for legally created lots. The required plat review process includes Tentative Preliminary, Final Preliminary and Final approval.

- **Pre-Preliminary Plat:** Though not required, a concept plan may be submitted and the subdivider may request a pre-application conference prior to formal submittal.
- **Tentative Preliminary Plat:** A plan showing the conceptual layout of proposed subdivision lots, streets, open space and other major subdivision features. The Tentative Preliminary step of the procedure provides the developer and Township with the best opportunity to make long-term planning decisions affecting the overall design of the subdivision.
- **Final Preliminary Plat:** Plans showing a finalized-layout of proposed subdivision features including construction engineering. The Final Preliminary Plat is essentially the construction plan for the subdivision.
- **Final Plat:** A drawing showing the final "as-built" construction of a subdivision. It includes signature blocks for the proprietor, surveyor and all approving agencies.

### **Instructions**

An application for review is included in this manual. The subdivision proprietor must submit applications for Tentative Preliminary, Final Preliminary and final plat review. Incomplete applications will be returned to the applicant. Complete applications will be received and transmitted to the Planning Commission's representatives and various local and county agencies for recommendation. Outside agencies participating in reviews include:

- County Road Commission;
- County Drain Commissioner;
- Health Department of Bay County;
- Michigan Department of Environmental Quality;
- Michigan Department of Transportation when the project abuts a State right-of-way; and
- Various other State and County departments.

### **Review**

The applicant must pay the required review fees and submit fourteen (14) copies of the preliminary plat to the Township Clerk fourteen (14) days before the Planning Commission Meeting at which the plat is to be considered. The Township clerk will then schedule the case for the next appropriate Planning Commission Meeting.

#### **1. Tentative Preliminary Plat**

- a. The Planning Commission will review the preliminary plat and forward its report and recommendation to the Township Board.
- b. If the preliminary plat does not meet all requirements, the Planning Commission will notify the subdivider of the problems and take appropriate action. If the Tentative Preliminary plat meets all requirements, the Planning Commission will inform the subdivider and recommend approval by the Township Board.

## ***SUBDIVISION PLATTING***

## 2. Final Preliminary Plat

- a. The Township Clerk will transmit copies of the preliminary plat and drawings to the Township Board, Township Engineer, Fire Chief, Building Official, Planner, and Township Attorney. The Township Board will consider and review the preliminary plat and any comments submitted by the reviewers.
- b. Approval of a preliminary plat shall not constitute approval of the final plat, but rather than final plat approval shall be conditioned on satisfaction of all requirements.

## 3. Final Plat Approval

- a. The subdivider shall submit the final plat as provided in the Subdivision Control Act Sections 131 to 151 and the Subdivision Ordinance with construction plans and other data as required to the Township Clerk.
- b. The Township Engineer will be responsible for the final inspection of all constructed improvements.

### **Action by the Township Board**

The Township Board will review the Final Plat and reports from all reviewers. If the Township Board disapproves, the applicant will be advised of the reasons for denial. If the plat is approved, the Township Board will instruct the Clerk to sign the municipal signature block on the approved plat.

**PLANNING COMMISSION PROCEDURES**

The Planning Commission is the group responsible for reviewing and approving all applications for such things as site development plans, special use permits, subdivisions, and site condominiums submitted to the Township. The Commission also makes recommendations to the Township Board regarding other types of requests including subdivision proposals and rezonings.

Several rules of procedure have been adopted by the Commission in order to provide for a smooth flow of information and expedient processing. Those are as follow.

1. Regular meetings of the Planning Commission are usually held at 7:00 p.m. on the first Tuesday of each month unless that day is a holiday or election day. Meetings take place in the Township Hall at 2483 E. Midland Road. Please check with the Township Supervisor's Office for the precise date of a particular meeting.
2. All materials submitted for review by the Commission are due at the Township Supervisor's Office not less than fourteen (14) days in advance of a scheduled Commission meeting date.
3. Review fees, as set by the Township Board, must be paid at the time the proposal is submitted. The fees defray the costs of providing necessary notices and publications, holding meetings and professional review services for the proposal. A proposal will not be reviewed until the required fees have been paid. A copy of the Township fee schedule is included. However, fees are subject to change. The Township Clerk's office can provide current fee information.
4. A public hearing must be held before action on any request for items, such as rezoning, special use permit, site condominium or subdivision of land. The public hearing must always occur in advance of action on the request. If a request for site plan approval accompanies a special land use request, at its discretion, the Planning Commission may take action on the site plan at the same meeting where the special use is considered.
5. At the first regular meeting at which a proposal is considered, the Planning Commission will set the date for a public hearing. However, under exceptional circumstances, the Planning Commission Chair may set a public hearing date for the next regular meeting.
6. The Planning Commission reserves the right to amend the posted agenda to include other items to be appropriately considered by the Commission.
7. The Planning Commission shall endeavor to expeditiously complete review and take action on each request. However, the Commission reserves the right to limit the number of agenda items. If an excessive number of requests are received for a particular meeting, the Planning Commission reserves the right to place the remaining items not acted on before 10:00 p.m. on the next available Commission agenda.

## ***PLANNING COMMISSION PROCEDURES***

8. Procedures have been established to guide the Planning Commission and the applicant through the various approval processes. These procedures place certain responsibilities upon the applicant. Compliance with all of the procedural requirements, as well as the Zoning Ordinance, Subdivision Control Ordinance and other applicable standards, will minimize delays and assure expeditious review of the plan.
9. The Township Planner shall provide review comments to the Planning Commission in advance of action on each request for approval. In some circumstances, the Township may also request review comments from the Township Engineer or Planning Commission Attorney. Copies of all review comments shall be made available to the applicant.
10. The proponent of a development proposal shall have the opportunity to present the request and additional supplemental information to the Commission in advance of final action on the request.
11. After consideration of information presented regarding site plans and special use permits, the Commission is authorized to approve, approve with conditions or deny such requests consistent with the standards of the Zoning Ordinance and other applicable regulations.
12. For rezoning requests and applications for subdivision of land, the Commission is authorized to make a recommendation for approval or denial of the requests. The Township Board has final authority to approve or deny requests for rezoning or subdivision of land.
13. The Planning Commission encourages discussion from all members of the audience. There may times when it is necessary for the Planning Commission Chair to limit comments from individual members of the audience in order to assure that all opinions are heard and a decision made in an expeditious fashion. Both the audience and the Planning Commission should strive for a thorough yet concise discussion of each topic.