



**Township Use Only**  
 SP #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_

## Subdivision Plat Application

### Project Representative

|                       |            |              |
|-----------------------|------------|--------------|
| Name: _____           |            |              |
| Address: _____        |            |              |
| City/State/Zip: _____ |            |              |
| Phone: _____          | Fax: _____ | Email: _____ |

### Property Owner

|                       |            |              |
|-----------------------|------------|--------------|
| Name: _____           |            |              |
| Address: _____        |            |              |
| City/State/Zip: _____ |            |              |
| Phone: _____          | Fax: _____ | Email: _____ |

### Design Professional

|                       |            |              |
|-----------------------|------------|--------------|
| Name: _____           |            |              |
| Address: _____        |            |              |
| City/State/Zip: _____ |            |              |
| Phone: _____          | Fax: _____ | Email: _____ |

|                                 |
|---------------------------------|
| <b>Description of Proposal:</b> |
|                                 |

Location of Property: \_\_\_\_\_ Property ID Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### Application Signature

The project representative indicated above must sign this application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his/her knowledge. This application is not valid unless it is accompanied by a review fee in accordance with the fee schedule as adopted by the Board of Trustees.

Legal Owner: \_\_\_\_\_  
(Signature / Date) (Print Name)

Project Representative: \_\_\_\_\_  
(Signature / Date) (Print Name)

Copy of deed, title and/or option to purchase must be provided at time of application.

## **Review Process & Submittal Requirements**

### **Review Process**

1. A subdivision plat is reviewed administratively by Township staff and approved by the Board of Trustees, upon recommendation from the Planning Commission.
2. The process includes the following steps:
  - Tentative preliminary plat review
  - Final preliminary plat review
  - Outside agency review
  - Final plat review
3. Upon completion by all Township reviewers, administrative review comments are returned to the project representative.
4. If applicable, revisions are made and resubmitted. Township staff completes administrative reviews until all the non-discretionary requirements are met.
5. Administratively complete plans will be placed on the next available Planning Commission meeting agenda. The Planning Commission meets on the last Tuesday of each month at 7:00 P.M.
6. Review letters will be provided to the applicant the Friday before the meeting.
7. Review comments will be discussed at the Planning Commission meeting and if applicable, revised plans shall be submitted after the Planning Commission takes action (revised plans will not be accepted before, or on the night of, the Planning Commission meeting).
8. Any conditions by the Planning Commission shall be incorporated into the plans prior to the plans being placed on the next regularly scheduled Board of Trustees meeting. The Board of Trustees meets the third Thursday of each month at 7:00 P.M.
9. To complete the review process, five (5) sets of plans shall be submitted for signatures.

### **Submittal Requirements**

1. Six (6) copies of the plans and related documentation for administrative reviews.
2. Ten (10) copies of the plans and related documentation for Planning Commission and Board of Trustees.
3. The copies must be folded with the printed side out. Sheet size shall not exceed 24" x 36".
4. An electronic PDF version of the site plan is required for the Planning Commission and Board of Trustees.

**SUBDIVISION PLAT**

The Charter Township of Northville

**SUBMISSION REQUIREMENTS - TO BE COMPLETED BY APPLICANT  
TENTATIVE PRELIMINARY PLAT**

This checklist is provided as a general guide for plan submittal. Please reference Chapter 152, Subdivision Control Ordinance for detailed submission requirements. Only complete plans will be reviewed. Incomplete submissions, or inconsistent information among plan sheets, will be returned to the applicant before the plan review takes place.

| REQUIREMENTS   | PROVIDED | NOT APPLICABLE |
|--|----------|----------------|
| <b>General Information</b>   |          |                |
| Proof of ownership or authorization from the land owner to submit the development proposal   |          |                |
| Legal description of the property  |          |                |
| A location map   |          |                |
| Professional seal, signature, address and phone number of professional(s) involved in preparation of the plan  |          |                |
| Dimensions of project boundaries   |          |                |
| <b>Existing Site Information</b>   |          |                |
| Site analysis map depicting slopes, drainage courses, water bodies, natural features and sight distance limitations  |          |                |
| Existing and proposed property lines in or within 200' of the proposed plat  |          |                |
| Zoning district classification for all parcels within and adjacent to the plat   |          |                |
| Boundaries of wetlands regulated by the MDEQ (established by a qualified wetland consultant)   |          |                |
| Existing buildings or other structures on or within 100' of the proposed plat  |          |                |
| Topography drawn at 2' foot intervals or less for the subject site and a general description of topography within 100' of the plat, topography shall be based on U.S.C. and G.S. Datum |          |                |
| <b>Lot Information</b>   |          |                |
| Number, dimensions and square footage of each lot  |          |                |
| Identify front, side and rear yard setbacks (i.e., building envelope)  |          |                |
| Dimension distances from a shoreline or wetland boundary   |          |                |
| Conventional alternative plan (for lot clustering option)  |          |                |
| <b>Streets</b>   |          |                |
| Traffic impact study, if applicable per Article 32 of the Zoning Ordinance (Impact Assessment)   |          |                |
| Name, location and right-of-way/easement widths of existing or proposed public or private streets in or within 250' of the proposed plat   |          |                |
| Method of connection to adjoining street system  |          |                |
| Proposed street names  |          |                |
| <b>Lighting</b>  |          |                |
| Street light locations and fixture detail  |          |                |
| Lighting information per Article 21 of the Zoning Ordinance (Lighting Standards)   |          |                |
| <b>Landscape &amp; Woodland Replacement</b>  |          |                |
| A landscape plan illustrating greenbelts, street trees, detention and other applicable landscape requirements  |          |                |
| Limits of grading identified   |          |                |
| Identify all trees 8" DBH or greater by size, common and botanical name and general condition  |          |                |
| Table identifying trees by number, species and size and whether they are to remain, be removed or be transplanted  |          |                |

**SUBDIVISION PLAT**

The Charter Township of Northville

|  |  |  |
|--|--|--|
| Woodland replacement trees shall be graphically distinguished from other landscape requirements  |  |  |
| <b>Public Reservations and Easements</b>   |  |  |
| Identify parcels of land intended to be dedicated or set aside for public use or for the use of property owners within the subdivision |  |  |
| The width and purpose of existing or proposed easements in or within one hundred (100') feet of the proposed plat                      |  |  |
| <b>Utilities</b>   |  |  |
| General layout of water and sanitary lines   |  |  |
| General plans for stormwater   |  |  |
| General plans for storm drainage   |  |  |
| <b>Non-Motorized Circulation</b>   |  |  |
| Locations of proposed sidewalks, bike paths and similar facilities   |  |  |
| <b>Miscellaneous</b>   |  |  |
| Proposed location and detail of mail box clusters (if provided)  |  |  |
| Proposed entrance features including walls, signs or lighting  |  |  |

**FINAL PRELIMINARY PLAT**

| REQUIREMENTS   | PROVIDED | NOT APPLICABLE |
|--|----------|----------------|
| Detailed engineering plans   |          |                |
| Street design details including curve radii, cross sections, gradients, distance, etc.   |          |                |
| Documentation of dedication or reservation   |          |                |
| Location and sizes of sewer lines, or location of septic fields for sewage disposal by a method approved by the Wayne County Health Department - Utility information shall be shown for the plat, plus 200' outside of the plat  |          |                |
| Location and sizes of water lines, or location of wells for proposed water supply by a method approved by the Wayne County Health Department or the Michigan Dept. of Public Health - Utility information shall be shown for the plat, plus two hundred 200' outside of the plat |          |                |
| Location, sizes and other information underground utilities - Utility information shall be shown for the plat, plus 200' outside of the plat   |          |                |
| Planned Unit Development (PUD) Agreements and Open Space Community Development Agreements, if applicable   |          |                |
| Master Deed and Bylaws   |          |                |