

Appendix A: Submittal Checklists

A.1 Preliminary Plat Checklist

A.2 Final Plat Checklist

DESIGN CHECKLIST FOR PRELIMINARY PLATS AND DEVELOPMENTS

Development Name: _____	Date: _____
Location: _____	Reviewed by: _____

Developer/Owner: _____			
Address: _____			
City: _____	State: _____	Zip: _____	Telephone: _____

Design Engineer: _____			
Address: _____			
City: _____	State: _____	Zip: _____	Telephone: _____

	<u>Provided/ Satisfactory</u>	Comments
General		
1. Development name	_____	_____
2. Description of location (including section and fractional portion thereof, Town/City, Range and County, Michigan)	_____	_____
3. Location Map	_____	_____
4. Name, address, and telephone number of proprietor	_____	_____
5. Name, address, and telephone number of engineer or surveyor	_____	_____
6. North arrow and scale	_____	_____
7. Legend	_____	_____
8. Development boundary	_____	_____
9. Identification of all adjoining parcels (for subdivision show lot number, subdivision name, liber and page numbers. For meets and bounds parcels show permanent parcel number.)	_____	_____
12. Overall property description metes and	_____	_____

- d) Extended detention: 1st-1/2" of runoff over site for 12 to 24 hours _____
- 33. Minimum building openings (shall be shown for all lots) _____
- 34. Overland floodways _____
- a) Provided for all yard basins _____
- b) Critical elevations shown on grading plan and in profile _____
- c) Provide capacity calculations _____
- d) Place all effected MBO 1-foot above established critical elevation _____
- 35. Required slopes for detention and swales _____
- 36. Soil Erosion Controls _____

Easements

- 37. Existing and proposed easements (with dimensions, utility and drain easements) _____
- 38. Offsite drain easements or rights-of-way _____

Maintenance

- 39. Identification of agency proposed to assume ownership of the storm water management system _____

Fee

- 40. Development fee _____

COMMENTS:

CHECKLIST FOR FINAL PLATS

Name of Development
KCDC File No. XXXX

Items required for final approval:

- | Submitted | Accepted | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All items specified in the preliminary approval letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised construction and grading plans if a final acceptance has not yet been granted on previously submitted plans |
| <input type="checkbox"/> | <input type="checkbox"/> | \$200 final inspection fee |
| <input type="checkbox"/> | <input type="checkbox"/> | Block grading plan (Gets recorded to restrictive covenants) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of the restrictive covenants *See appendix F |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Plat (Mylar Copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter of Credit or Engineer's Certification of Completion with As-built plans |

If a county drain is being established...

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | ↓.433 agreement with Engineer's Certification of adequate outlet *See appendix C |
| <input type="checkbox"/> | <input type="checkbox"/> | Detention basin easements/piping/floodway easements *See appendix D&E |
| <input type="checkbox"/> | <input type="checkbox"/> | \$2,500 Deposit for the future maintenance of the established county drain |
| <input type="checkbox"/> | <input type="checkbox"/> | 24" x 36" Drain District Map |
| <input type="checkbox"/> | <input type="checkbox"/> | All fees required for recording by the Register of Deeds |
| <input type="checkbox"/> | <input type="checkbox"/> | Email route&course and Description of Drain District in word format (angie.latvaitis@kentcounty.org) |
| <input type="checkbox"/> | <input type="checkbox"/> | Floodway Certification |