

## **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: _____

	<b><u>Provided/ Satisfactory</u></b>	<b>Comments</b>
<b>General</b>		
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	_____	_____
1. 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	_____	_____

- bounds \_\_\_\_\_
- 13.Lot dimensions \_\_\_\_\_
- 14.Lot numbers \_\_\_\_\_
- 15.Building setbacks \_\_\_\_\_

**Topographical**

- 16.Existing roads (with name, r/w width and type of surface) \_\_\_\_\_
- 17.Proposed roads (with name, r/w widths) \_\_\_\_\_
- 18.Existing contours (no greater than a 2' interval) \_\_\_\_\_
- 19.Proposed contours \_\_\_\_\_
- 20.Typical lot or block grading plan \_\_\_\_\_
- 21.Available soils data, soil boring logs, and locations (include ground elevation and water table information) \_\_\_\_\_

**Drainage**

- 22.Offsite watershed area (map with boundaries and acreage) \_\_\_\_\_
- 23.All existing drainage courses and structures (with proper labeling as to type, size, and invert elevations) \_\_\_\_\_
- 24.County Drains (Permit required to connect) \_\_\_\_\_
- 25.Proposed drainage systems (clearly identify all open and enclosed portions) \_\_\_\_\_
- 26.Floodplain contour (existing and proposed) \_\_\_\_\_
- 27.Wetlands (existing and proposed) \_\_\_\_\_
- 28.Proposed location and outlet of storm water detention facilities (one detention allowed per development) \_\_\_\_\_

**Storm Water Management System Design**

- 28.Grading Plan (2-sets) \_\_\_\_\_
- 29.Improvement Plans (profile of storm 2-sets) \_\_\_\_\_
- 30.Drainage Study Map (showing contributing areas to each component in the storm sewer network) \_\_\_\_\_
- 31.Pipe sizing calculations \_\_\_\_\_
  - a) Pipes shall be sized for 10-year event in roads; for backyard 10-year with floodway, 100-year if no floodway \_\_\_\_\_
  - \*check that no surcharging occurs outside top of manhole structure for 10-year storm \_\_\_\_\_
- 32.Detention basin calculations \_\_\_\_\_
  - a) Storage for at least 25-yr event (provide elevation vs storage table) \_\_\_\_\_
  - b) Restrict outlet for 0.13cfs/ac \_\_\_\_\_
  - c) Emergency spillway sized for 10-yr event \_\_\_\_\_

- d) Extended detention: 1<sup>st</sup>-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:**

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## 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   |