Appendix A: Submittal Checklists

A.1 Preliminary Plat Checklist

A.2 Final Plat Checklist
Appendix A.1

DESIGN CHECKLIST FOR PRELIMINARY PLATS AND DEVELOPMENTS

<table>
<thead>
<tr>
<th>Development Name:</th>
<th>Date:</th>
<th>Location:</th>
<th>Reviewed by:</th>
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<thead>
<tr>
<th>Developer/Owner:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
<th>Telephone:</th>
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<tr>
<th>Design Engineer:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
<th>Telephone:</th>
<th>E-mail:</th>
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<tr>
<th>Provided/ Satisfactory</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>1. Development name</td>
<td></td>
</tr>
<tr>
<td>2. Description of location (including section and fractional portion thereof, Town/City, Range and County, Michigan)</td>
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<tr>
<td>3. Location Map</td>
<td></td>
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<tr>
<td>4. Name, address, and telephone number of proprietor</td>
<td></td>
</tr>
<tr>
<td>5. Name, address, and telephone number of engineer or surveyor</td>
<td></td>
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<tr>
<td>6. North arrow and scale</td>
<td></td>
</tr>
<tr>
<td>7. Legend</td>
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<tr>
<td>8. Development boundary</td>
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</tbody>
</table>
9. Identification of all adjoining parcels (for subdivision show lot number, subdivision name, liber and page numbers. For metes and bounds parcels show permanent parcel number.)

10. Overall property description metes and bounds

11. Lot dimensions

12. Lot numbers

13. Building setbacks

Topographical

14. Existing roads (with name, r/w width and type of surface)

15. Proposed roads (with name, r/w widths)

16. Existing contours (no greater than a 2’ interval)

17. Proposed contours

18. Typical lot or block grading plan

19. Available soils data, soil boring logs, and locations (include ground elevation and water table information)

Drainage

20. Offsite watershed area (map with boundaries and acreage)

21. All existing drainage courses and structures (with proper labeling as to type, size, and invert elevations)

22. County Drains (Permit required to connect)

23. Proposed drainage systems (clearly identify all open and enclosed portions)

24. Floodplain contour (existing and proposed)

25. Wetlands (existing and proposed)

26. Proposed location and outlet of storm water detention facilities (one detention allowed per development)

Storm Water Management System Design

27. Grading Plan (digital submittal)

28. Improvement Plans (digital submittal)

29. Drainage Study Map (showing contributing areas to each component in the storm sewer network)
30. 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

31. BMPs designed to meet water quality
    Treatment standard: reduce TSS by 80%

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: 2-year, 24-hour storm
      for a period of 24 hours resulting in a drawdown
      time no greater than 72 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

37. Completed LGROW Design Spreadsheet for
    Water Quality and Channel Protection
    Requirements

Easements
38. Existing and proposed easements (with
    dimensions, utility and drain easements)

39. Offsite drain easements or rights-of-way

Maintenance
40. Identification of agency proposed to assume
    ownership of the storm water management
    system

Fee
41. Development fee
CHECKLIST FOR FINAL PLATS

Name of Development
KCDC File No. XXXX

Items required for final approval:

- ☐ ☐ All items specified in the preliminary approval letter
- ☐ ☐ Revised construction and grading plans if a final acceptance has not yet been granted on previously submitted plans
- ☐ ☐ $200 final inspection fee
- ☐ ☐ Block grading plan (Gets recorded to restrictive covenants)
- ☐ ☐ Copy of the restrictive covenants *See appendix F
- ☐ ☐ Final Plat (Mylar Copy)
- ☐ ☐ Letter of Credit or Engineer’s Certification of Completion with As-built plans

If a county drain is being established...

- ☐ ☐ 433 agreement with Engineer’s Certification of adequate outlet *See appendix C
- ☐ ☐ Detention basin easements/piping/floodway easements *See appendix D&E
- ☐ ☐ $2,500 Deposit for the future maintenance of the established county drain
- ☐ ☐ 24” x 36” Drain District Map
- ☐ ☐ All fees required for recording by the Register of Deeds
- ☐ ☐ Email route&course and Description of Drain District in word format
  (angie.latvaitis@kentcountymi.gov)
- ☐ ☐ Floodway Certification