

SUBDIVISION / SITE CONDO CHECKLIST
CHARTER TOWNSHIP OF UNION
 Authority: Ordinance 1994-06, Subdivision of Land
 Zoning Ordinance 1991-05

File # _____, Subdivision Name _____

Engineering / Surveying Firm _____, Phone # _____
 Contact Name _____
 Address _____
 Email _____ FAX _____

Property owner / developer _____, Phone # _____
 Address _____
 Email _____ FAX _____

Zoning District _____, MINIMUMS: Lot Width _____, Lot Area _____
 Side Yard _____, Front Yard _____, Rear Yard _____

Development options (cluster / open space, private roads, PUD, Site Condo / plat, etc.)

	Preliminary Review	\$ 200.00	Receipt #
	Final Review	\$ 200.00	Receipt #

The following section outlines the submittal sequence and preliminary review considerations for subdivisions and site condominiums.

√	Section	Description	Comment
	201.003	Preliminary Plat	
	3.01	File Preliminary plan with Clerk	Submit to Zoning Administrator who will give plan to Clerk
	3.01.A	Scale < 200' / Inch	
	3.01.B	Show platted / Dedicated streets in area	
	3.01.C	North Arrow and Date, Revisions	
	3.01.D	Dimension Lots, Out lots and parks	
	3.01.E	Location, Size, Inverts for Sewer, Storm and Water, Existing and proposed	
	3.01.F	Lot Numbers- Sequential, no gaps or duplicates	
	3.01.G	No Block numbers or letters	
	3.01.H	Road Plan (see also Private Road Ordinance)	
	3.01.I	Written statement of Intent for installation of Roads and Utilities	
	3.01.J	Show any future phases	

√	Section	Description	Comment
	201.302	Preliminary approval by Planning Commission and Board	
	3.02.A	Planning Commission Review	List Conditions, Changes and Comments
	3.02.B	Township Board accepts review	List Conditions, Changes and Comments
	201.303	Final Plat Specs The developer shall revise the preliminary plan and Submit to Clerk	Note: Submission to clerk made through the township Zoning Administrator
	3.03.A	Statement by twp engineer that proposed water, sanitary and stormwater on preliminary are feasible and adequate.	Note: Submit through Townships Utility Coordinator. Maybe submitted concurrently with preliminary plan review by Planning Commission.
	3.03.B&C	Financial assurance for Water and Sewer	Cash Deposit, Letter of Credit, Bond or other such assurance
	3.03.D	Plat Restrictions, if any.	Note: Township does not enforce these
	201.004	Final Plat Approval	
	4.01.A	Final Platt has been submitted	
	4.01.B	Engineer has checked and approved plans	
	4.01.C	Subdivider has installed all improvements, or provided assurances per ordinance.	
	4.02	Planning Commission Reviews and makes approval with any final changes or restrictions.	
	4.03	Action by Township Board	
	4.03.A	Disapproval	
		a. Note all reasons to Planning Commission and Developer in writing	
		b. Resubmit\with changes addressing disapprovals to Planning Commission.	
	4.03.B	Approval, upon approval of final plat, Clerk to forward plat and restrictions to County Clerk	

The following section details specific requirements of a Platted Subdivision or Site Condominium.

√	Section #	Description	Comments
	201.005	General Specifications and Design Standards	
	5.01	Streets and Alleys	
	5.01.A.	Location and Arraignment	
	a	Continue existing streets into Plat	
	b	Take new streets to edge for future	
	c	Show contours	
	d	Where ½ street is dedicated on adjoining plat, other ½ must be platted	
	5.01.B	Right of Way widths shown	For Public road, see Isabella County Road Commission Standards, For private see Union Township Private Road Ordinance.
	a	Roads – 66ft	
	b	Alleys and Service Drives – 40 ft	
	c	Walkways – 10 ft	
	d	Cul-de-Sacs	Meet requirements of ICRC Standards.
	5.01.C	Alleys not acceptable unless specifically required by Planning Commission	
	5.01.D	Street Names are Unique in Isabella County and have been approved by Isabella County. Apply directly to Isabella County (989) 772-0911, ext 227.	Applicant is advised to check with both County Road Commission and County Inspections, Union Twp does not assign road names and assumes the developer has properly named roads prior to final approval.
	5.02	Blocks	
	5.02.A	Length – 1320 Ft Max	
	5.02.B	Easements- Blocks >559 Ft may require utility easements mid-way	
	5.02.C	Intersection of subdivision and major streets held to minimum.	
	5.03	Lots	
	5.03.A	Accessible to Public Street	
	5.03.B	Side lot lines perpendicular or radial to street	
	5.03.C	Corporate Boundaries – May not go through a lot, Maybe lot line of Center line of street or alley	
	5.03.D	Conform to zone district for width and area.	
	5.03.E	Corner Lots shall be given front yard setbacks towards all roads, adequate	
	5.03.F	Restrict Lots from accessing from Arterial streets by covenant	
	5.03.G	Splits - Not applicable to new plat	Requires conformance to Ord 1991-11

√	Section	Description	Comment
	5.04	General Requirements	
	5.04.A	Variances granted by Planning Commission	May grant dimensional, improvement or open space variances due to unusual physical conditions or new planning techniques.
State variance and reasons:			
	5.04.B	Dedicated Ingress and Egress	Provide MDOT or ICRC letter of approval for entrance design.
	5.04.C	Adequate water or sewer disposal	If non twp, requires Central Mich Health Dept approval
	5.04.D	Other stipulations	To conform to Subdivision Control act or specifications of the Board.
	201.006	Road and Street Improvements	
	6.01	Installation	
	6.01.A	Conformance to ICRC or Union Twp Private Road Standards	
	6.01.B	Culverts and Bridges	All to be developer installed
	6.01.C	Sanitary sewer lines	Installed by developer by way of easement
	6.01.D	Water lines	Installed by developer by way of easement
	6.01.E	Storm sewer	Approved by Drain Commissioner per Union Township Stormwater Management Ordinance.
	6.01.F	Utility Easement, 10' per lot	
	6.01.G	Rear lot Storm drainage	
	6.01.H	Sidewalks, optional, meet ADA, developer installed, easements and maintenance by association required	
	6.01.I	Replacement of all monuments disturbed by developer req w/ permission	
	6.02	Financing	
	6.02.A	Water and Sewer Mains	
	a	Deposit for Water Mains	
	b	Deposit for Sanitary Sewer	
	c	Added Costs – If design requires larger than 8" water or sewer, additional cost by twp	
	d	Utilities begun after deposit	
	e	Final accounting of funds	
	f	Assessment district maybe petitioned for.	
	6.02.B	Pavements and storm drains	
	a	Under Jurisdiction of County	Per ICRC and Drain Commissioner
	b	Under Township jurisdiction	Similar arraignments as for sewers and water mains.

	201.008	Variances	
	8.01.A	Planning Commission recommends to Twp Board upon finding:	
	a	Undue hardship	
	b	Requirement is deemed impractical	
	8.01.B	Variance desirable to public interest	
	8.01.C	Take into account:	
	a	Proposed use and existing adjacent uses	
	b	Population of subdivision	
	c	Effect on traffic in vicinity	
	8.01.D	Findings after a Public Hearing	
	a	Strict application of Condition is unreasonable or impractical	Developer to submit written request with reasons why requirement cannot be met.
	b	Variance will not be detrimental to public health/safety, or injurious to other property in the area	
	c	Not violate state subdivision act	
	d	Does not nullify intent of this or other ordinances of the township	
	8.01.E	Minutes to record findings and actions taken	
	8.02	Topographical, physical limitation	
	8.03	Planned Unit Development	PUDs may receive variances for:
	8.03.A	Consideration	
	a	Nature of proposed use and existing uses	
	b	Population of PUD	
	c	Effect on traffic	
	8.03.B	Findings	
	a	Constitutes a desirable and stable development	
	b	In harmony with surroundings	
COMMENTS			

The following applies only to Site Condominiums
See Union Township Zoning Ordinance 1991-05

√	Section #	Description	Comments
	8.33.A.1	Site plan per Sect 66 of Condo Act	
	8.33.A.3	Documents of review from ICRC, County Drain Commissioner, Health Department if private septic or water, MDNR (MDEQ)	
	8.33.B	Conforms to zoning district lots	
	8.33.D	Submit copy of recorded master deed to Twp Clerk, review for:	
		• Township not responsible for maintenance	
		• Snow removal provided for	
		• Access and turn around for Emergency vehicles	
		• Storm water maintenance	
		• Drain easements & Maintenance	
		• Lawn maintenance	
		• General maintenance of common areas	
	8.33.E	Provide township clerk with (2) "as-build's drawings	
		Township Engineer to review for compliance prior to issuance of any Building Permit	
	12.1.F	Site Condominiums subject to site plan review requirements of section 12 in addition to other requirements.	Only items not addressed above are included here in
	12.2.B	Corner lots to have building setback lines shown	
	12.2.C	Location of all and existing:	
		• Drives	
		• Signs, location and elevation plan	
		• Exterior Lighting	
		• Parking areas, including handicapped	
	12.2.E	Stormwater Management Plan Approval	
	12.2.H	If Dumpsters provided, screened	
	12.2.I	Location and right of way widths of all abutting roads, streets, alleys and easements	
	12.2.K	Location sketch, include section number and nearest cross streets	
	12.2.L	Zoning of all abutting properties	
	12.2.M	Location height and type of fences and walls	
	12.2..M	Location and description of landscaping	