

## Charter Township of Union

### APPLICATION FOR SUBDIVISION PLAT APPROVAL

Preliminary Plat Approval

Final Plat Approval

**A completed application will contain all the information required for the  
type of plat per the Subdivision of Land Ordinance No. 1994-6**

Name of Proposed Development/Plat: _____	
Common Description of Property & Address (if issued) _____	
Proprietor's Name: _____	
Phone/Fax numbers _____	Email _____
Address _____ City: _____ Zip: _____	

Legal Description: _____	Attached _____	Included on Plat _____	Tax Parcel ID Number(s): _____
Existing Zoning: _____	Land Acreage: _____	Existing Use(s): _____	
<b>ATTACHED: Letter describing the project and how the proposed plat conforms to the applicable ordinance requirements</b>			

Firm(s) or Individuals(s) who prepared the plat documentation	1. Name: _____ Phone: _____ Email _____ 2. Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Phone _____
Legal Owner(s) of Property. All persons having legal interest in the property must sign this application. Attach a separate sheet if more space is needed.	1. Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____  Signature: _____ Interest in Property: _____ 2. Name: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____  Signature: _____ Interest in Property: _____

I do hereby affirm that all the statements, signatures, descriptions, exhibits submitted on or with this application are true and accurate to the best of my knowledge and that I am authorized to file this application on behalf of all the owners of the property. False or inaccurate information placed upon this plat may be cause for revocation of any plat approval. Approval of this plat shall not constitute the right to violate any provisions of the Subdivision of Land Ordinance, Zoning Ordinance or other applicable codes and ordinances.

\_\_\_\_\_  
Signature of Proprietor

\_\_\_\_\_  
Date

#### Office Use Only

Application Received By: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Escrow Deposit Paid: \$ \_\_\_\_\_

**SUBDIVISION PLAT CHECKLIST**  
**CHARTER TOWNSHIP OF UNION**  
 Authority: Ordinance 1994-06, Subdivision of Land

√	Section	Description	Comment
	<b>201.003</b>	<b>Preliminary Plat</b>	
	3.01	File Preliminary plat 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	

	<b>201.303</b>	<b>Final Plat Specs</b> 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

The following section details specific requirements of a Platted Subdivision.

√	Section #	Description	Comments
	<b>201.005</b>	<b>General Specifications and Design Standards</b>	
	<b>5.01</b>	<b>Streets and Alleys</b>	
	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.
	<b>201.006</b>	<b>Road and Street Improvements</b>	
	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.

	<b>201.008</b>	<b>Variances</b>	
	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	
<b>COMMENTS</b>			