

Procedures for Platting in Townships with Zoning Joint Powers Agreement with the County

Standard Subdivisions, PUDs & Simple Plats:

1. Application with the County
 - Applicant files the plat with County Zoning
 - Submit required maps and information with County P & Z.
 - Submit County Application form & Pay fees to the County
 - A duplicate file is created for the Township and sent to them (fee paid by Township)
 - A comment form is sent to Township for use in their review
2. Application with the Township
 - Applicant contacts Township to be on agenda for Preliminary Plat Review.
 - Applicant completes Township application form.
 - Applicant pays all required fees/escrows to Township.
 - Applicant submits all required information regarding drainage, grading, roads, plat layout to Township Engineer for review
(Applicant will not be scheduled on Township agenda until review letter is received from Engineer.)
3. The Township will review the proposal at their Board meeting.
4. The Township will forward a comment form to the Zoning office to present to the Planning Commission at the public hearing.
5. The town clerk should check with Jon or Lynn (whoever is handling that file) to make sure that the township file is complete.
6. The Township should notify the County when the applicants have a complete application for the Township.
7. The Applicant will be scheduled for the public hearing in front of the Planning Commission when the applications are considered complete.
 - This will include the County application and the Township application.
 - The County has a list of items that must be submitted before the application is considered complete. The Township should have their own list that they will maintain. It may or may not be the same as the County- it is up to the Township.
8. The applicant appears at the public hearing before the Planning Commission where they will be making a recommendation to the County Board and to the Township Board (unless it is tabled).
9. After a the public hearing, the Zoning office will forward to the Township, the recommendation from the Planning Commission, a staff report, and a copy of the public hearing minutes. If the Township wishes to have minutes before the Planning Commission secretary has had time to complete them, they may request a duplicate tape of the hearing.
10. The proposal will go to the County Board and the Township Board for preliminary plat approval. (in no particular order).

11. After preliminary approval is granted from both County Board and the Township Board, the plat can go before the planning commission again for final recommendation.
12. The proposal will go the County Board and Township Board for final approval. (in no particular order).
13. After the applicant receives approval from both Boards, they will have milars signed and may record the plat.

Since the County and the Township will both be making decisions on plat approvals, nothing will change in the County's process or change in what the County will require from the applicant. The County will still need to have all required comments, including the drainage and engineering approvals so that the County Board has all available information to make their decision.