

## **Appendix A: Submittal Checklists**

**A.1** Preliminary Plat Checklist

**A.2** Final Plat Checklist

**Appendix A.1**

**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: _____
E-mail: _____

	<b>Provided/ Satisfactory</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	_____	_____
5. 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 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

COMMENTS:

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**Appendix A.2**

**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<br><a href="mailto:angie.latvaitis@kentcountymi.gov">angie.latvaitis@kentcountymi.gov</a> |
| <input type="checkbox"/> | <input type="checkbox"/> | Floodway Certification  |