



Preliminary Plat Approval Application

Applicant Name: _____

Address: _____

Phone Number: _____ Email: _____

Name or title under which the proposed subdivision is to be recorded:

Name/address of the record owner or subdivider:

The following information is required for review. Please check when completed.

- Location, width and approximate grade and radius of proposed and existing streets, alleys, highways and ways included in the plat; also similar facts regarding the property contiguous or adjacent to the subdivision.
- Location of all existing features affecting the subdivision, such as railroads, buildings, trees, basements, ditches, watercourses etc.
- Location and size of nearest available public sewers and watermains, existing or planned; also, indication of the method of sewage disposal.
- Location and approximate dimensions of lots, approximate radii of all curves and approximate location of all setback lines:
- Maps drawn to show clearly all information, including date, and north point, at a scale of not more than 200 feet to one inch.
- Sufficient legal description to define the boundaries of the proposed tract.
- Written statement of the current zoning map which includes the proposed use of various parcels within the plat and the current zoning and current use of all adjacent land.
- Description of proposed improvements and utilities to be installed.
- List of restrictions to be imposed upon the plat after subdivision and special plans, if any.

Section 18-91 of the City of Cedar Springs Zoning Ordinance states:

- (a) Any person submitting a plat for review pursuant to this chapter shall pay such fees as may be set from time to time by resolution of the City Council. A person submitting a plat for review shall also reimburse the City its costs incurred in reviewing the plat. The plat shall not be considered or reviewed until the fees and costs charged pursuant to this section are paid.
- (b) The owner of land offered to the City for streets, highways, alleys of other public purposes or uses shall reimburse the City for its costs or expenses incurred for performing any inspection or testing of a street, alley or other portion of a development which is to be dedicated to the public. The dedication shall be accepted until the City's costs or expenses charged pursuant to this section are paid.
- (c) Fees, costs or expenses charged pursuant to subsections (a) and (b) above may include, but are not limited to, attorney fees, engineering fees and costs, fees for the services of outside consultants and other professionals who may assist the City, costs and fees for studies and reports pertaining to the matters in question, special meeting costs and other reasonable costs and expenses. Such costs or expenses may not include costs for the time expended by City employees (except when authorized by the appropriate provisions of the Freedom of Information Act) or for incidental costs or expenses.
- (d) The City may, in its discretion, require a person to tender to the City an amount of money determined by the City to be a reasonable estimate of the fees, expenses or costs charged pursuant to subsection (a,) (b) and (c) above. Such monies shall be retained by the City for reimbursement of such fees, costs and expenses. Any monies paid or deposited in accordance with this subsection which are not used or spent by the City shall be returned.

A \$300.00 Escrow Fee for consultant, engineering and legal reviews plus a \$100.00 Administrative Fee must be paid at the time of filing.

Please note, the applicant is responsible for all fees and will be invoiced for all fees incurred by the City, exceeding the \$300.00 Escrow Fee.

Applicant Signature: _____

Date: _____

Has the applicant supplied four identical preliminary plats: Yes No



Register Imprint

Preliminary Plat Procedures

Section 18-114 Preliminary Plat Procedures states:

- (a) The City Clerk shall refer one copy of the preliminary plat to the City Manager. The City Manager shall be allowed 45 days in which to submit his/her written report and recommendations to the Planning Commission. The City Manager shall examine the plat as to its compliance with the laws, the zoning ordinance and other officials of the City, the official street system and good engineering practice. The City Manager’s written report and recommendation shall set forth the size and type of improvements necessary for public use and safety to be constructed by the subdivider before acceptance of the final plat and shall also state the type of sanitary facilities, water facilities and other utilities to be installed.**
- (b) After receiving the City Manager’s written recommendation, the Planning Commission shall, following a public hearing, notice of which hearing is given as required in the zoning ordinance for hearings on special approval uses, submit a copy of the preliminary plat to the City Council, together with the Planning Commission’s recommendation.**
- (c) The City Council shall approve, with conditions, or deny approval of the preliminary plat by the passage of a resolution. If the preliminary plat is approved, the resolution so indicating shall state also the nature and character of the improvements that will be required to be made by the subdivider, based upon the recommendation of the Planning Commission and the City Manager or as determined by the City Council. The resolution shall also state the times at which the respective improvements must be completed and shall contain any conditions relating thereto.**
- (d) No work shall be done on any land offered or to be offered for dedication until the City Council adopts the resolution approving the preliminary plat and determining the nature and character of the work and improvements to be required.**
- (e) Improvements to be constructed pursuant to the requirements of the City Council must be made in accordance with the specifications approved by the City Manager.”**

Section 18-115 Survey States:

- (a) Each subdivision shall, after approval of the preliminary plat and prior to the filing with the planning commission of the final map, be surveyed accurately in accordance with the preliminary plat and all alterations and changes required. However, if the preliminary plat is exclusively a reversion to acreage, such survey shall not be required.**
- (b) The procedure and practice of all survey work done on such subdivision shall conform with the accepted standards of the engineering profession and the land division act.**

City Manager Review

Comments: _____

Public Notice **Date Published:** _____

Planning Commission Public Hearing **Date:** _____

Planning Commission Approval: **Yes** **No**

Planning Commission Comments: _____

City Council Meeting **Date:** _____

City Council Approval: **Yes** **No**

City Council Comments: _____
