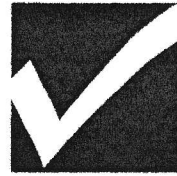
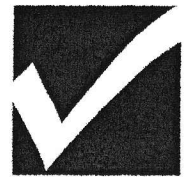


**Metamora Township**  
**Checklist for Condominium Subdivision Approval**



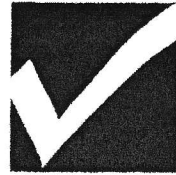
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.a Application fee paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.b Escrow deposit for professional review fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Proof of ownership by Warranty Deed or Policy of Title Insurance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Existing and proposed use of any parcels identified as "excepted" on the preliminary, plan indicating how this property could be developed in accordance with the requirements of the existing zoning district in which it is located
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Proposed name of development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Location of project by Section, Town, and Range, or by other legal description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. An overall area location map (1" = 1000' is minimum acceptable scale)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Boundary lines of proposed condominium development, and overall property dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Property lines of contiguous adjacent tracts of subdivided and unsubdivided land within 200 feet from the proposed condominium
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Survey plan of condominium, including complete legal description.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Site plan showing the location, size, shape, area, and width of all units
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Date, northpoint and scale of site plan (1" = 100' is minimum acceptable scale)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Statement of intended use of the proposed condominium such as residential single-family, industrial, commercial, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. A certified list of all authorities to which developer has submitted site plan for review (Road Commission, Drain Commissioner, Health Department, MDEQ and the like). Approval of these authorities is required prior to Final Site Plan Approval by the Township.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Where streets, storm drainage, sanitary sewage, or the like will outlet to another private entity or private property, the applicant shall provide written authorization by means of drainage easements, access easements or the like.



Yes    No    N/A

Natural Features

- |                          |                          |                          |     |  |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. | Flood plain or wetland plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. | Existing topography based on United States Geological Survey Datum, at a minimum contour interval of two feet  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. | Proposed topography: Superimposed on the preliminary site plan shall be the proposed contours, at a minimum interval of two feet, for the area including the area at least 100 feet outside of the project boundary.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. | Removal of topsoil from areas to be developed shall be prohibited except in those areas to be occupied by buildings, roads, or parking areas. A plan for storage or stockpiling of topsoil shall be submitted by the developer with the final site plan and shall be approved prior to receiving approval of the final site plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. | Vegetation on the site carefully inventoried and sketched as to type and location on a map at the same scale as the preliminary plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. | Due regard must be shown for all natural features such as large trees, natural groves, and similar community assets that will add attractiveness and value to the property if preserved. Existing trees shall be preserved wherever possible, removal must be justified to the Planning Commission.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. | Areas identified as wetlands on the National Wetlands Inventory Maps shall not be filled, drained, developed, or otherwise altered in any way Protection of such areas shall not be used for density credits or bonuses.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. | Wetlands, lands subject to flooding or lands otherwise deemed by the Planning Commission to be uninhabitable shall not be developed for residential purposes, or for uses that may in the judgment of the Planning Commission diminish a natural resource or tend to endanger health, life, or property or increase the flood hazard. Such land within a condominium development shall be set aside for other uses, such as open space or parks. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. | Any areas of land within the proposed development which lie either wholly or in part within the floodway of a stream, creek, or drain, or any other areas which are subject to flooding or inundation by storm water shall require specific compliance with the applicable State law.  |

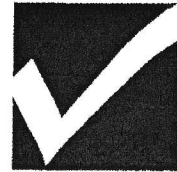


Yes No N/A

Utilities

- |                          |                          |                          |     |   |
|--------------------------|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. | Location of existing utilities, storm drains and other underground facilities within or adjacent to the tract being proposed for development.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. | Utility plan showing location of all proposed sanitary sewer, water, and storm sewer lines and easements granted to the Township for installation, repair, and maintenance of all utilities.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. | A set of engineering plans prepared by a Professional Engineer showing all utility improvements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. | System proposed for sewage disposal by a method approved by the Health Department and reviewed by the Township.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. | The proposed layout for telephone, electric, and gas utility easements obtained from the utility companies serving the Township.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. | Easements shall be provided in a uniform location approved by the Planning Commission. Every lot, park or public grounds shall have access of not less than 15 feet wide.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. | Drainage patterns and a storm drainage and stormwater management plan, including all lines, swales, drains, basins, point of outlet at the property line, and other facilities. Method of drainage shall be approved by the Township and the Drain Commissioner. Points of outlet off the site shall include easements for drainage from the affected neighbor(s).                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. | Subsoil drainage: Whenever there is reason to expect that any part of the tract has a high water table or unstable subsoil conditions, the submittal shall include a tabulated record and a keyed map of soil borings made by and certified by a registered civil engineer, or registered land surveyor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. | Separate utility leads to each building site or unit area shall be provided from the main utility line.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. | Plans shall illustrate facilities for detaining stormwater runoff in excess of the agricultural rate (0.2 cfs/acre). Provide calculations to support sizing of all storm water facilities and detention basins.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. | A plan of any proposed water areas, indicating depths, normal water levels, slopes and type of bank retention, method of controlling insects, water growths, and vegetation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. | Where a development is traversed by a water course, drainage way, channel or stream, there shall be provided a storm easement or drainage right-of-way conforming substantially with the lines of such water course and such further width or construction or both as will be adequate for the purpose. Such easements shall meet the approval of the Township and the County Drain Commissioner. |

Yes No N/A



**Streets**

- |                          |                          |                          |     |   |
|--------------------------|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. | Location, widths, and names of existing or prior platted streets and private streets, public areas, and public easements within or adjacent to the tract being proposed for development, including those located across abutting roads.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. | Layout of streets indicating proposed street names, right-of-way widths, and connections with adjoining platted and / or private streets and also the width and location of alleys, existing easements and public walkways.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. | Street construction, paving, and maintenance plan for private streets within the proposed condominium subdivision.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. | An appropriate street sign shall be erected at each street intersection within the development. The type of sign and location thereof, shall be consistent with design standards of the County Road Commission. Temporary signs shall be installed by the developer before construction is begun to facilitate the location of homesites by emergency vehicles. |

**Street Design**

- |                          |                          |                          |     |  |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. | Major and secondary thoroughfare minimum right-of-way width = 120'.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. | Collector streets minimum right-of-way = 86 feet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. | Local street minimum right-of-way width = 66 feet.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. | Cul-de-sac streets minimum right-of-way = 66 feet, with a vehicular turn-around with a minimum diameter of 150 feet and with a paved roadway of not less than 112 feet in diameter.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. | The proposed streets shall be considered in relation to existing and planned major thoroughfare and collector streets, and streets shall be planned in the location and the width indicated on the Master Plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 46. | The street layout shall provide for continuation of collector streets in adjoining developments or of the proper projections of streets when adjoining property is not subdivided.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 47. | The streets layout shall include local streets so laid out that their use by through traffic will be discouraged.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 48. | Should a proposed development border on or contain an existing or proposed major thoroughfare, the Planning Commission may require a side lot relationship to the major thoroughfare with an approved screen planting contained in a dedicated nonaccess reservation along the side property lines having a minimum width of 12 feet, or such other treatment as may be necessary for adequate separation of the residential properties from the major thoroughfare. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 49. | Half streets and alleys are prohibited.  |

Yes No N/A

Layout



- |                          |                          |                          |     |  |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 50. | Lot areas, widths, and setbacks shall conform to at least the minimum requirements of the Zoning Ordinance for the district in which the development is proposed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51. | The lot size, width, depth and shape in any development proposed for residential uses shall be appropriate for the location and the type of development contemplated.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 52. | Layout, number and dimensions of sites, including unit area consistent with building setback lines showing the width of each site at the front setback line.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 53. | No encroachment of one condominium upon another.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 54. | Excessive lot depth in relation to width shall be avoided. A depth-to-width ratio of more than 4 to 1 is prohibited.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 55. | If applicant wishes to develop only part of the proposed property: provide the general layout for the entire area on a sheet identified as the Overall Development Concept. The part which is proposed to be developed first shall be clearly superimposed upon the overall plan in order to illustrate clearly the method of development which the developer intends to follow. Each subsequent phase shall follow the same procedure until the entire area controlled by the applicant is developed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 56. | Indication of parcels of land intended to be dedicated or set aside for public use and / or for the use of property owners in the development and any lands to be preserved in their natural state.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 57. | Parcel or sites intended for purposes other than residential use shall be clearly identified and shall comply with all requirements of the Zoning Ordinance for the intended use.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 58. | Corner sites in developments shall be designed at least twenty (20) feet wider than the minimum width required by the Zoning Ordinance.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 59. | Every site shall front or abut upon an approved street.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 60. | Units shall have a front-to-front relationship across all streets where possible.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 61. | Side lot lines shall be at right angles or radial to the street lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 62. | Residential lots abutting major thoroughfares or collector streets shall be planned with side lot lines parallel to the major traffic streets, or shall be planned with extra depth to permit generous distance between buildings and such trafficway.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 63. | Site arrangements shall allow for the ultimate extension of adjacent streets through the middle of wide blocks.  |

Yes No N/A

☐ ☐ ☐

64. Right-of-way widths of public walkways when not adjacent to or part of a street right-of-way shall be at least 15 feet and dedicated to the public

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65. Greenbelts may be required by the Planning Commission to screen incompatible features such as highways, commercial or industrial uses from residential properties. If required, greenbelts shall be at least 15 feet wide and shall not be a part of the normal roadway right-of-way or utility easement.

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66. Maximum length of blocks = 1,500 feet in length. (Upon advice from Township Planner or Township Engineer, the Planning Commission may conclude that conditions justify a greater distance.)

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67. Widths of blocks determined by conditions of layout and shall be suited to the intended design of the development.

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68. Before building permits are issued: Evidence, in the form of site plan diagrams, showing topography of proposed development and the proposed surface drainage approved by the Township. It is unlawful to impede, block, change or alter the flow of surface drainage in any manner, or maintain any such impediment or blockage in any manner in any development, without the prior express written approval of the Township.

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69. Before occupancy permits are issued: Evidence, in the form of a certificate prepared and certified by a registered land surveyor or registered professional engineer, that the yard grading is complete. A cash bond may be submitted to receive a temporary permit to guarantee that said grading will be complete as soon as weather permits. When grading is complete, cash bond shall be refunded.

#### Master Deed & By Laws

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70. The proposed Master Deed and By-Laws of the Condominium association shall be submitted for review prior to the Planning Commission granting Final Site Plan Approval.

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71. Where a condominium development is constructed in phases, subsequent phases shall be identified in the original and all subsequent Master Deeds as "Convertible Areas" for purposes of bringing all condominium owners under the same Master Deed and By-Laws; or

☐ ☐ ☐

72. If each phase is developed as an independent or autonomous condominium, there shall be a Master Association with By-Laws to which each autonomous association shall belong. The purpose of the Master Association, as reflected in its approved By-Laws, shall be the maintenance of facilities and utilities common to all autonomous condominiums, such as but not limited to, streets, sidewalks, water mains, community wells, sewer lines, sewage treatment facilities, and the like.

