

**LOWELL CHARTER TOWNSHIP**  
**2910 Alden Nash SE**  
**Lowell, MI 49331**  
**Phone: 616-897-7600      Fax: 616-897-6482**  
*www.twp.lowell.mi.us*

**SUBDIVISION OF LAND (PLATTING) PROCESS**

**For all platting requests a public hearing is held by the Planning Commission which makes a recommendation to the Township Board which makes the final decision.**

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**1. Application Form and Fee Schedule**

An application form and fee schedule for plats can be obtained from the Township offices. The application fee covers the cost of advertising the public hearing, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. The escrow fee covers the cost of the services provided by professional consultants retained by the Township to assist in analyzing the request.

**2. Meeting Dates**

The Lowell Township **Board of Trustees** meets on the third Monday of each month at 7:00 P.M.

The Lowell Township **Planning Commission** meets on the second Monday at 7:00 P.M. and also at special meetings called by the Planning Commission.

Both the Board and Planning Commission meet in the public meeting room at the Lowell Township Hall, 2910 Alden Nash SE, Lowell, Michigan, 49331.

**3. Processing Period**

A plat application usually takes about 60-75 days to process.

**4. Submittal Requirements for Preliminary Plat**

The applicant must submit a signed application form, application and escrow fees, and at least 10 copies of the preliminary plat drawing to Professional Code Inspectors. **The preliminary plat must be prepared in accordance with Section 2.02 of the Township Subdivision Ordinance.** A check list of information to be shown on the plat drawing is attached.

**5. Review Procedures for Preliminary Plats**

(a) All information submitted is distributed to the Planning Commission by the Clerk. The Planning Commission then schedules a **public hearing** to consider the application.

(b) All information submitted is distributed to the Planning Commission by the Clerk. Upon receipt of the required information the Planning Commission schedules a **public hearing** to consider the application.

Notice of this public hearing is then published in the Lowell Ledger and notices are also mailed to

occupants and property owners within 300 feet of the boundaries of the subject property. The notice must be published and mailed at least 15 days before the public hearing

The mailing list is taken from the most recent Township assessment roll. A notice is also sent to any utility, airport or railroad that registers its name with the Township for purposes of receiving such notice.

In cases where property within 300 feet of the subject property site is within another municipality, the Lowell Township Clerk will obtain a list of those property owners in the adjoining municipality which are within 300 feet of the subject property and mail them a notice

- (c) The project is reviewed by the Township Planner and Engineer for compliance with Township Ordinances. Reports may be prepared and sent to the Planning Commission before the meeting. The applicant is also sent copy of any such reports.
- (d) **The public hearing** is held by the Planning Commission which must then vote to approve, modify, or deny the preliminary plat and report this to the Board within 60 days after submission of the required plat information.
- (e) The Township Board, within 90 days of filing of the preliminary plat, may tentatively approve, modify, or reject the preliminary plat. Tentative preliminary approval by the Township Board confers upon the proprietor for a period of one year from the date of approval, the current subdivision regulations
- (f) Following Board approval the applicant submits the preliminary plat to all other approving authorities such as the County Road Commission and Drain Commission, County Health Department and others listed in the State of Michigan Subdivision Control Act for simultaneous review. A list of the authorities to which the plat has been distributed must be filed with the Township Clerk.
- (g) The applicant receives the approvals of the various county and state agencies and submits eight copies of the preliminary plat to the Township Clerk who transmits these to the Township Board. Copies may also be sent to the Township Planner and Engineer for their review.

**Board Review of Final Preliminary Plat**

(h) The Township Board at its next regularly scheduled meeting or within 20 days of receiving the required materials, shall consider **the Final Preliminary Plat** and approve, deny or modify. This approval confers upon the proprietor for a period of two years from the date of approval, the lot sizes, lot orientation and street layout. This period may be extended by the Township Board. Any conditions of approval by the Board must be given in writing to the applicant and all other approving agencies.

**6. Construction of Plat**

Following approval of the final preliminary plat, the applicant may proceed to construct the plat.

**7. Review of Final Plat by Township Board**

(a) The applicant prepares the final plat in accordance with the requirements of the State of Michigan Land Division Act and submits this to the Township Clerk along with:

- (1) A written application form and any fee required by the Township; and (2) Proof of ownership of the property being platted. At this same time the applicant is required by the Land Division Act to seek approvals from Kent County and State of Michigan agencies.

- (b) The final plat shall be submitted not less than 20 days before the next regular meeting of the Township Board.
- (c) The Township Board at its next regularly scheduled meeting or within 20 days of receiving the required materials shall either approve or disapprove the final plat.
- (d) Before the Board approves the final plat, the applicant shall complete construction of the plat or provide a financial guarantee for completion of the required improvements as noted in Section 3.04 of the Township Subdivision Ordinance.
- (e) Upon completion of the required improvements the applicant shall submit one complete set of as-built engineering plans to the Township Clerk. This should be in both printed and electronic format.
- (f) Following Approval by the Township Board the Clerk or the applicant shall forward the approved plat to the County Board.

## **8. Issuance of Building Permits**

A building permit shall not be issued for a lot in the plat until the plat has been approved by the State of Michigan in accordance with the requirements of the Land Division Act except as follows.

If the State of Michigan has not yet approved the plat the Township may still issue up to three building permits but no occupancy permits shall be issued until all required improvements including water and sanitary sewer facilities have been installed.