

## **VAN BUREN COUNTY PLAT BOARD RULES**

### **VAN BUREN COUNTY PLAT BOARD POLICIES AND PROCEDURE FOR REVIEW AND APPROVAL OF PLATS UNDER ACT 288 OF THE PUBLIC ACTS OF 1967 THE SUBDIVISION CONTROL ACT OF 1967**

Preliminary and final approval of all plats shall be considered at meetings of the County Plat Board (MCL 560.168(2) The date and place of said meetings shall be determined by the members of the Plat Board.

The County Plat Board is composed of the Register of Deeds, who shall act as chairman; The County Clerk who shall act as Secretary, and the County Treasurer, (MCL560.102(r)

All such meetings shall be official meetings of the Van Buren County Plat Board and all discussions and proceedings shall be held under the organization of said Board and in compliance with Act 267 of the Public Acts of 1976, the Open Meetings Act.

Any interested party, member of a governing body involved, owner of the land to be platted and the surveyor or engineer in charge of subject plat is invited to attend the Plat Board meetings.

Approval of preliminary and final plats shall be conditioned upon compliance with the provisions of the Subdivision Control Act of 1967.

#### **Requirements for Preliminary approval**

Include 3 large plans for each of the members of the Plat Board & 1 Digital File in CAD OR TIF Sent to the Director of Land Management.

A letter from the entity seeking approval that includes the name of the developer, the name of the Plat to be considered, the location that includes Section, Town, & Range, and the number of lots to be considered for preliminary approval.

When final plats will be submitted they shall be conditioned upon compliance with the provisions of the Subdivision Control Act of 1967.

#### **When final plats are submitted they shall be accompanied by:**

- \*The filing and recording fee of \$30 as of September 1, 2016 made payable to Register of Deeds
- \*Completed traverse closure;
- \*Health Department approval of any restrictions
- \*A separate \$30 fee made payable to Register of Deeds for recording of approved restrictions
- \*A title policy, dated not more than 30 days prior to submission of the plat, stating that all owners of record (and of any unrecorded ownership interest) have joined in boundaries of the proposed subdivision.

## **Van Buren County Plat Board Rules and Regulations**

### **Submission Deadlines**

Any proprietor requesting documentation review by the Plat Board must have all proper documentation verified by the Clerk of the Plat Board. Verified documentation must be received by 9:00AM prior to the next scheduled Plat Board meeting in order to be placed on the Agenda for the meeting

### **Meetings**

The Plat Board shall meet in the Board of Commissioners Chambers located on the 2<sup>nd</sup> Floor of the Administration and Land Services Building located at 219 E Paw Paw St.

The Secretary shall take and record minutes of all meetings, which shall be a matter of public record, and in accordance with the Open Meetings Act.

### **System of Keeping All Related Papers and Minutes**

The original minutes shall be kept in the office of the County Clerk. Copies of these minutes shall be distributed to the Chairman of the Plat Board, County Treasurer, and Land Management Director.

### **Preliminary Plat**

560.119 County Plat Board and public utilities (M.S.A. 26.730 (119)). The proprietor shall submit no less than 2 copies of the preliminary plat to the County Plat Board and to the public utilities serving the area for informational purposes.

The action of the Plat Board should be noted in the meeting minutes and may be delivered to the municipality where said plat is situated.

In addition to the second copy, noted above, the Plat Board may notify the surveyor and/or proprietor of any action taken by the Board.

## **Final Plat**

560.168 Forwarding to County Plat Board; procedure of Board. (M.S.A. 26.430 (168) Section 168

- (1) Upon notice of each approval, the proprietor shall obtain the certificate on the final plat of each of the officers and agencies whose certificate is required by Sections 145 to 148. The certificates and approvals may be obtained in any order. The proprietor shall then forward the final plat to the Secretary of the County Plat Board, together with the filing and recording fee.
- (2) Within 15 days of the date of receipt of the plat, a majority of the County Plat Boards shall review the plat for conformance to all provisions of the act and do 1 of the following:
  - a. Certify their approval on the plat
  - b. Reject the plat and notify the proprietor of the reasons in writing when returning the plat, and send a copy of the letter to the Clerk of the governing body.

560.169 Forwarding approval and plat copies to the State Administrator.

Upon approval of the plat by a majority of the County Plat Board, the Secretary of the Board shall forward it with all copies to the State Administrator.

## **Fees**

560.241 Submission of final plat; filing and recording; state plat review fee; disposition of fee

- (1) When a final Plat is submitted to the Clerk of the governing body of the municipality, the proprietor shall deposit with the plat both of the following
  - (a.) A filing and recording fee of \$30 as of September 1, 2016. The filing and recording fee is in addition to any fee the municipality may charge under this act.
  - (b.) A state plat review fee of \$150.00, plus \$15.00 for each lot over 4 lots included in the plat.
- (2) Upon approval of the plat by the governing body, the Clerk shall send the filing and recording fee and the state plat review fee with the plat to the Clerk of the County Plat Board.
- (3) The Secretary of the County Plat Board shall deposit the filing and recording fee in the county trust and agency fund for subsequent payment by county warrant from this fund to the Register of Deeds in the amount of \$30.00 as of September 1, 2016, upon submission of proof to the Clerk of the County Plat Board that the plat has been recorded in the office of the Register of Deeds.
- (4) If a final plat is forwarded to the State Administrator, the Secretary of the County Plat Board shall forward the state plat review fee with the plat.

## **Certificates**

560.142 Certificates required for recording.

A certificate of the County Plat Board. The certificate may not be placed on the plat Unless the filing and recording fee required by section 241 has been received by the Chairperson or Secretary of the Plat Board.

In accordance with Section 142, the prescribed certificates appearing on the plat shall be obtained in any order

1. Surveyors Certificate
2. Proprietors Certificate
3. Acknowledgement (Individual and/or Corporation
4. County Treasurer Certificate
5. County Drain Commissioners Certificate
6. County Road Commissions Certificate
7. Certificate of Municipality Approval
8. County Plat Board Certificate

When presented to the Plat Board for approval, the final plat shall be accompanied by the following:

1. Recording and filing fees of \$30.00 as of September 1, 2016 payable to the Register of Deeds
2. Copy of the final plat traverse closing, showing acreage, signed and dated by surveyor or proprietors engineer.
3. Copy of final check sheet, signed and dated by surveyor making the plat, showing that he has made a final review of the plat immediately prior to submission to the Plat Board.
4. The final check sheet, may be reviewed in detail by the Plat Board with particular attention to:
  - (a) Follow the metes and bounds description of the platted property to compare dimensions, angles, etc. Be sure the description is complete.
  - (b) Be sure signatures are the same as the manner in which the names are printed underneath
  - (c) Check legibility of printing and numbers
  - (d) If notarized out of state, need seals
5. Copy of Title Insurance Policy. Check to make sure ownership on the plat include all indicated in the policy, including mortgagee, and parties of the limited liability corporation.
6. If lots are less than 65' frontage, or less than 12,000 sq ft, then the state requires that a copy of the local ordinances for subdivision control and zoning be sent along with the final plat.
7. If the plat has restrictions, then the original restrictions and the recording fee must be sent along with the plat
8. Copies of water and/or sewer permits must be sent along with the plat.
9. Any copies of easements must be sent along with the plat.
10. All government corners must show recorded information on the plat.
11. Check for state fees, made payable to the State of Michigan.
12. The value of the lots and expected value of the homes to be included on the plat.

Send a cover letter along with the plat listing the items enclosed with the plat. Make copy of all materials sent along with the plat for the file of that plat. The plat is sent to:

Bureau of Construction Codes  
Office of Land Survey & Remonumentation  
PO BOX 30254  
Lansing, MI 48909

**County Plat Board; Compensation**

- (1) Each member of the County Plat Board shall be paid compensation and mileage for the attendance at Plat Board meetings equal to compensation and mileage paid to supervisors for attendance at meetings of the Board of Supervisors. The compensation shall be payable from the general fund of the County.
- (2) The duties of the County Plat Board shall not be considered as being part of the duties of the regular offices of the members thereof.