

OSHTEMO TOWNSHIP

Site Condominium/Subdivision PRELIMINARY PLAN Review - STEP 1

Project Name: _____ Date: _____

Filing Requirements

- Planning and Zoning Application.
- Filing fee per fee schedule.
- 7 sets of plans folded so information located in the lower right hand corner is facing up.
- The Environmental Permits Checklist.
- The Hazardous Substance Reporting form.

Plan Preparation Requirements

- All plans are to be drawn on uniform sheets no greater than 24" X 36".
- Name of the project, name and address of preparer, and date prepared shall be located in the lower right hand corner of the plan.
- The site plan shall be of a scale not less than one inch (1") equals fifty feet (50') and in sufficient detail that the reviewing body can readily interpret the plan.
- All plans are to be accurately sealed.
- If there is more than one plan sheet, all sheets are to be stapled along the left margin.

Plan Requirements

- Proposed name of the project.
- Name and address of the preparer.
- Date prepared (including revisions).
- Full legal description to adequately describe common areas or building sites comprising the project.
- Vicinity map showing the location of the site in relation to the surrounding street system and indicating adjacent parcels with their existing use.
- Property lines of adjacent tracts of subdivided and unsubdivided land shown in relation to the tract being proposed for condominium development, including those areas across abutting roads and rights-of-way.
- Tentative plan showing the feasibility of the development of adjoining land if the developer owns and anticipates future development of said land.
- Adjacent right-of-ways or easements including the location of existing drives on the frontage adjacent and opposite the site to be developed. (If corner site, both sides).

- ___ Location of existing sewers, water mains, drainage pipes, and other underground utilities within or adjacent to the subject site.
- ___ Topography, both existing and proposed, at four-foot contour intervals, and its relationship to adjoining land. (Arrows should indicate direction of drainage.)
- ___ Location of significant natural features, (such as woodlots, marshlands, streams, lakes, drain basins, and similar features). Indicate isolated trees (outside of a woodlot) of > 12" in diameter at a height of 4' above grade. Natural features should be preserved insofar as possible.
- ___ Location of any new landscaping, including along internal roadways, buffer zones, etc.
- ___ General location and size of any flood plain possibly located within the area to be developed.
- ___ Existing man-made features and indication of future use.
- ___ Percentage of land reserved for open space (where applicable).
- ___ Depiction of land deemed uninhabitable and undevelopable because of topographic or floodplain constraints.
- ___ Indicate if public sanitary sewer and/or water service is proposed.
- ___ Indicate if sites will be served by individual wells and/or septic systems.
- ___ General location and type of storm water disposal.
- ___ Dwelling unit density.
- ___ Indicate road layout, including connections to existing streets and placement of stub streets into adjacent properties.
- ___ Location of non-motorized and/or pedestrian pathways, including sidewalks.
- ___ Indicate building site layout, showing size and shape of proposed building sites, including dimensions of building area and square footage calculations for each.

Notes: