

## Assessor's Plat Review Submittal Form and Checklist

**28/26**

Michigan Department of Licensing and Regulatory Affairs  
 Bureau of Construction Codes/Office of Land Survey and Remonumentation  
 First Class Mail: PO Box 30255, Lansing, MI 48909  
 Overnight Courier Service: 2501 Woodlake Circle, Okemos, MI 48864  
 Phone 517-241-6321 / Fax 517-241-6301  
 E-Mail: [bccolsr@michigan.gov](mailto:bccolsr@michigan.gov)

Authority: 1967 PA 288		LARA is an equal opportunity employer/program. Auxillary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.							
PLAT NAME:									
COUNTY:				MUNICIPALITY:			COPY FEE:		REVIEW FEE:
TOWNSHIP		RANGE		SECTION		1/4 SECTION OR GOVERNMENT LOT		NO. OF LOTS	TOTAL ACREAGE
<input type="checkbox"/> N <input type="checkbox"/> S		<input type="checkbox"/> E <input type="checkbox"/> W							

Would you like an additional mylar "Exact Copy" of the approved plat for your records?  Yes  No

If Yes, five (5) mylar "exact copies" will be made. If No, only four (4) mylar "exact copies" will be made. [MCL 560.173(c)]

Where would you like the fifth (5th) mylar "exact copy" sent? [MCL 560.173(c)]

N/A  Proprietor  Surveyor

<b>PLEASE MAKE SEPARATE CHECKS MADE PAYBLE TO THE "STATE OF MICHIGAN". ONE CHECK FOR THE REVIEW FEE AND ONE CHECK FOR THE EXACT COPY FEE.</b>		
State Plat Review Fee - Made Payable to the State of Michigan [MCL 560.241] (\$150 for first four lots plus \$15 for each additional lot)	<b>(28) CHECK #1 TOTAL</b>	
Exact copies of Final Plat [MCL 560.171(a) and R560.104(3)] \$55 plus (\$1.68 x _____ (number of sheets) x _____ (number of copies)	<b>(26) CHECK #2 TOTAL</b>	

**NOTE: If a plat is rejected, a new review fee and updated/new documentation are required to be submitted along with the revised plat. Rejected plats will be mailed to the Surveyor's address on this form.**

VALIDATION AREA

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<b>MUNICIPALITY</b> (Attach additional sheets as necessary)		
NAME	ADDRESS	
CITY	STATE	ZIP
E-MAIL	PHONE	FAX
<b>SURVEYOR</b>		
NAME	ADDRESS	
CITY	STATE	ZIP
E-MAIL	PHONE	FAX

<b>Assessor's Plat Review - Documentation Checklist</b>	<b>Incl.</b>	<b>N/A</b>
Final Plat on Approved Material [MCL 560.132, MCL 560.210 and R 560.104]	<input type="checkbox"/>	<input type="checkbox"/>
Register of Deeds Filing and Recording Fee made payable to the County for the plat [MCL 560.210]	<input type="checkbox"/>	<input type="checkbox"/>
Register of Deeds Filing and Recording Fee made payable to the County for any restrictions [R 560.103]	<input type="checkbox"/>	<input type="checkbox"/>
Traverse Closure of Plat Boundary [R 560.112(2)(j)]	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Easements and Releases [R 560.112(2)(ee)]	<input type="checkbox"/>	<input type="checkbox"/>
Land Corner Recordation Certificates [R 560.112(2)(k)]	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain Restrictions [MCL 560.194 and R 560.103]	<input type="checkbox"/>	<input type="checkbox"/>
Governmental Imposed Deed Restrictions [MCL 560.254 and R 560.103]	<input type="checkbox"/>	<input type="checkbox"/>
Current Year's Tax Roll and a Copy of Current Tax Map if available and Map of Proposed Plat	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Resolution Ordering Plat [MCL 560.201]	<input type="checkbox"/>	<input type="checkbox"/>
Recorded Lot Line Agreements [MCL 560.206]	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Public Notice [MCL 560.209]	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Certifications and Language Pursuant to the Current Rules [R 560.101 thru R 560.135]	<input type="checkbox"/>	<input type="checkbox"/>