Plat Review 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
Ship Plats and all Associated Document in a mailing tube to:
2407 N Grand River Lansing, MI 48906
Phone 517-241-6321 / Fax 517-241-0130
E-Mail: bccolsr@michigan.gov

Print Clear

This form can be completed by tabbing to each field and typing in the required information.

(Continue to back page and complete before printing this document)

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.

Check the appropriate box for the plat review being submitted and attach the correct additional page for that submittal:

☐ Amended Plat Review (Page 2) ☐ Assessor's Plat Review (Page 3) ☐ Proprietor Plat Review (Page 4)

PLAT NAME:

COUNTY:	MUNICIPALITY:	COPY FEE:	REVIEW FEE:
		$ 55.00	$ 150.00

TOWNSHIP		RANGE		SECTION	1/4 SECTION OR GOVERNMENT LOT	NO. OF LOTS	TOTAL ACREAGE
	☐ N ☐ S		☐ E ☐ W				

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

If Yes, five (5) "exact copies" will be made. If No, only four (4) mylar "exact copies" will be made. [MCL 560.173(c), MCL 560.229(3) and MCL 560.244].

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

☐ N/A ☐ Proprietor ☐ Surveyor

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.

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)	**(28) CHECK #1 TOTAL**	
Exact copies of Final Plat [MCL 560.171(a).	**(26) CHECK #2 TOTAL**	$55.00

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 unless Proprietor specifies otherwise in writing.

AMENDED PLAT REVIEW

SURVEYOR		
NAME	ADDRESS	
CITY	STATE	ZIP
E-MAIL	PHONE	FAX

Documentation Checklist	Incl.	N/A
Final Plat on Approved Material [MCL 560.132, MCL 560.229]	☐	☐
Register of Deeds Filing and Recording Fee submitted to the County for the plat [MCL 560.229 and 560.241]	☐	☐
Register of Deeds Filing and Recording Fee submitted to the County for any restrictions [MCL 560.229 and R 560.103]	☐	☐
Traverse Closure of Plat Boundary [R 560.112(2)(j)]	☐	☐
Recorded Easements and Releases [R 560.112(2)(ee)]	☐	☐
Land Corner Recordation Certificates unless currently available through the Office of Land Survey & Remonumentations' Re-monumention Program [R 560.112(2)(k)]	☐	☐
Floodplain Restrictions [MCL 560.194 and R 560.103]	☐	☐
Governmental Imposed Deed Restrictions [MCL 560.254 and R 560.103]	☐	☐
Recorded Court Judgment [MCL 560.228]	☐	☐
Recorded County Road Commission Abandonment Resolution. (May be included as an exhibit in Court Judgement.) [MCL 560.226]	☐	☐
Recorded Municipal Vacation Resolution (May be included as an exhibit in Court Judgement.) [MCL 560.226 and MCL 560.256]	☐	☐
Surveyor's Written Statement of Record Easement Search and any existing Title Search or Policy of Title Insurance. [R560.112(2)(ee) and Court Judgement]	☐	☐
Appropriate Certifications and Language Pursuant to the Rules [R 560.101 thru R 560.135]	☐	☐

ASSESSOR'S PLAT REVIEW

MUNICIPALITY (Attach additional sheets as necessary)		
NAME	ADDRESS	
CITY	STATE	ZIP
E-MAIL	PHONE	FAX

SURVEYOR		
NAME	ADDRESS	
CITY	STATE	ZIP
E-MAIL	PHONE	FAX

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

PROPRIETOR PLAT REVIEW

PROPRIETOR (Attach additional sheets as necessary)		
NAME	ADDRESS	
CITY	STATE	ZIP
E-MAIL	PHONE	FAX

SURVEYOR		
NAME	ADDRESS	
CITY	STATE	ZIP
E-MAIL	PHONE	FAX

Documentation Checklist	Incl.	N/A
Final Plat on Approved Material [MCL 560.132, MCL 560.169]	☐	☐
Register of Deeds Filing and Recording Fee submitted to the County for the plat [MCL 560.241] • Please provide a receipt from the County Clerk	☐	☐
Register of Deeds Filing and Recording Fee submitted to the County for any restrictions [R 560.103] • Please provide a receipt from the County	☐	☐
Traverse Closure of Plat Boundary [R 560.112(2)(j)]	☐	☐
Recorded Easements and Releases [R 560.112(2)(ee)]	☐	☐
Land Corner Recordation Certificates unless currently available through the Office of Land Survey & Remonumentations' Re-monumention Program [R 560.112(2)(k)]	☐	☐
Floodplain Restrictions [MCL 560.194 and R 560.103]	☐	☐
Governmental Imposed Deed Restrictions [MCL 560.254 and R 560.103]	☐	☐
Certified True Copies of Plat [MCL 560.142, MCL 560.161-167, MCL 560.169 and R 560.115]	☐	☐
Owner's Policy of Title Insurance [MCL 560.245]	☐	☐
Appropriate Certifications and Language Pursuant to the Current Rules [R 560.101 thru R 560.135]	☐	☐
Copy of Trust Agreement, Certificate of Trust Agreement, or Power of Attorney [R 560.117 (h), R 560.118(h)]	☐	☐
Public Water Services • **NOT BUILT** (**not** installed and **not** ready for connection) - Provide State Issued Construction Permits and Proof of Surety for Public Water Service [MCL 560.148 and R 560.121] • **BUILT** (installed and ready for connection) - above referenced documents not required [MCL 560.148 and R 560.121]	☐	☐
Onsite Water Wells - Provide a copy of the preliminary plat reviewed and approved by the Health Department and a copy of the associated approval letter. [MCL 560.118, 560.148 and R 560.121]	☐	☐
Public Sewer Services • **NOT BUILT** (**not** installed and **not** ready for connection) - Provide State Issued Construction Permits and Proof of Surety for Public Sewer Service [MCL 560.148 and R 560.121] • **BUILT** (installed and ready for connection) - above referenced documents not required [MCL 560.148 and R 560.121]	☐	☐
Onsite Sewage Disposal - Provide a copy of the preliminary plat reviewed and approved by the Health Department and a copy of the associated approval letter. [MCL 560.118, 560.148 and R 560.121]	☐	☐
When applicable, provide copies of the preliminary plats reviewed and approved by the following agencies and the associated approval letters. • Michigan Department of Transportation [MCL 560.115] • Michigan Department of Environmental Quality [MCL 560.116 and 560.117] • Health Department [MCL 560.118]	☐	☐