

**Ottawa County Plat Board Rules**  
**Ottawa 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 the regular bimonthly meetings (MCL 560.168(2)) of the County Plat Board. The date and place of said meetings shall be determined by the members of the Plat Board (see scheduled posted on miottawa.org).

The County Plat Board is composed of the Board Chair, who shall act as chairman; the County Clerk/Register of Deeds, who shall act as Secretary, and the County Treasurer (MCL 560.102 (r)).

All such meetings shall be official meetings of the Ottawa 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 a 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.

When final plats are submitted they shall be accompanied by:

1. The filing and recording fee of \$30.00 as of September 1, 2016 (paid to the Clerk/Register of Deeds Office);
2. Completed traverse closure;
3. Health Department approval of any restrictions;
4. A separate recording fee payable to the Clerk/Register of Deeds for recording of the approved restrictions;
5. 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.
6. Proof of identification and deeded ownership to the developer either with copies of deeds or through the restrictive covenants.

Final plats will be submitted to the Secretary of the Plat Board upon final approval by the appropriate governing body and payment of the prescribed fees. A majority of the Plat Board shall, within 15 days of the date of receipt of the plat, review the same for conformance to all provisions of the Act and certify their approval on all copies, or reject the plat and notify the proprietor in writing of the reasons therefore when returning the plat, also sending a copy of the notification to the Clerk of the appropriate governing body (MCL 560.168).

See full rules attached.

Dated this \_\_\_ day of December, 2016.

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Joseph S. Baumann, Chairperson, County Board Chair

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Justin F. Roebuck, Secretary, County Clerk/Register of Deeds

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Bradley J. Slagh, County Treasurer

## Ottawa 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 9:00 AM the Monday prior to the next scheduled Plat Board meeting in order to be placed on the agenda for the following Tuesday meeting. Any submissions received after 9:00 AM Monday will be held for the next subsequent meeting. In the event a meeting is scheduled for any day other than Tuesday, all submissions will be due by 9:00 AM the day before the scheduled meeting.

### Meetings

The Plat Board shall meet in regular session, on Tuesdays, at 11:00 a.m., local time (see schedule posted on [miottawa.org](http://miottawa.org)), in the County Clerk/Register of Deeds conference room, 12220 Fillmore Street, Room 130, West Olive, unless otherwise noted, posted or announced.

Special meetings can be called at any time, or the regularly scheduled meetings cancelled, at the discretion of the Secretary. The fee for calling a special meeting is \$120.00, billed to the surveyor.

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.

A list of all meeting dates for the upcoming year shall be reviewed by the Plat Board at a December meeting to determine any conflicts with holidays, etc. This list shall then be given to the County Clerk/Register of Deeds for publishing. A copy of these dates shall be sent to the Surveyors/Engineers as listed in the local yellow pages of the phone directory and/or posted on the [miottawa.org](http://miottawa.org) website.

### System of Keeping All Related Papers and Minutes

The original minutes shall be kept in the office of the County Clerk/Register of Deeds' office. Copies of these minutes shall be distributed to the Chairman of the Plat Board and County Treasurer.

All related, non-recordable papers and maps shall be filed in the County Clerk/Register of Deeds' office.

### Plat Board Meeting Minutes

The following is a suggested outline for keeping the minutes:

#### **OTTAWA COUNTY PLAT BOARD Minutes of \_\_\_\_\_ Meeting**

(Heading) The Ottawa County Plat Board was called to order at \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_.

Present:

Absent:

The minutes of the \_\_\_\_\_, \_\_\_\_\_ meeting were read and approved.

(Content) Suggest opening each paragraph by heading each with the name of a certain plat. Capitalize, bold and underline the heading of each paragraph. Describe action under each heading.

Any other business.

(Closing) There being no further business the meeting was adjourned.

### **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 Board 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 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 of the plat 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 \$30.00 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 County Clerk/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 County Clerk/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.

(h) A certificate of approval 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 County Plat Board.

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

1. Surveyor's Certificate
2. Proprietor's Certificate
3. Acknowledgement (Individual and/or Corporation)
4. County Treasurer's Certificate
5. County Drain Commissioner's Certificate
6. County Road Commission's 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 County Clerk.
2. Copy of the final plat traverse closing, showing acreage, signed and dated by surveyor or proprietor's engineer.
3. Copy of the final check sheet, signed and dated by the 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 the 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 a 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  
P O Box 30254  
Lansing, MI 48909

### **Suggested Agenda for Plat Board**

- I. Call to Order.
- II. Roll Call.
- III. Approval of Minutes.
- IV. Preliminary Plats.
- V. Final Plats.
- VI. Other Business.
  - New Legislation
  - Budget, Annual Reports, Report on Plats, Approval of Meeting Dates, etc.
- VII. Next Meeting Date.
- VIII. Adjournment.

### **560.247 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 a part of the duties of the regular offices of the members thereof.