

**The submittal process for plat approval is as follows:**

**1. Preliminary Plat:**

- A. Submit the following to the Zoning Administrator at the Township Office after attending a preapplication meeting and by the established deadline (check the deadline table on the website or call the Building and Zoning Department at 457-2690 for deadline dates and meeting dates):**
- 1. COMPLETELY filled out and signed application (could be obtained on the Township website at georgetown-mi.gov, Forms, Plat or at the Township Office),**
  - 2. Ten FOLDED drawings of the preliminary plat layout,**
  - 3. Fee as established by the Township Board,**
  - 4. Signed sidewalk letter with the developer attesting to compliance with the Township sidewalk ordinance and policies,**
  - 5. Signed street light petition, and**
  - 6. Documentation showing that an association is established to provide continued maintenance for common/open spaces/parkways; and**
  - 7. Electronic copy of the drawing of the preliminary plat layout.**
- B. A representative must attend the following meetings (dates would be obtained on the website or by contacting the Township Office at 457-2690 or at the time of submittal), which begin at 7:30 p.m. and are held at the Township Office:**
- 1. Planning Commission regular meeting (normally either the first and the third Wednesday of the month after a successful pre-application meeting),**
  - 2. Township Board meeting (normally the second and fourth Monday of the month following a meeting where the Planning Commission approved a motion with a recommendation to the Board regarding the proposal).**

**2. Final Preliminary Plat (construction):**

- A. Submit the following to the Zoning Administrator at the Township Office by the established deadline (which is normally approximately one week prior to the Township Board meeting) and must be submitted in time for approval to be granted within one year of the date of preliminary plat approval (call the Building and Zoning Department at 457-2690 for deadline dates and meeting dates):**
- 1. COMPLETELY filled out and signed application (which could be obtained on the Township website at georgetown-mi.gov, Forms, Plat or at the Township Office),**
  - 2. Three FOLDED drawings of the final preliminary plat layout (construction plans),**
  - 3. Approval letters from the Ottawa County Road Commission and Drain Commission (recommendation letter from engineers or letters requesting revisions from these agencies are not acceptable),**
  - 4. Lot inspection fee (which is a fee established by the Township Board for each lot in the phase of the plat),**
  - 5. Signed street light petition and sidewalk compliance letter if not submitted previously.**
- B. A representative must attend the following meeting (date would be provided by contacting the Township Office at 457-2690 or at the time of submittal), which begins at 7:30 p.m. and is held at the Township Office:**
- 1. Township Board meeting (normally the second and fourth Monday of the month).**

**3. Final Plat:**

- A. Submit the following to the Zoning Administrator at the Township Office by the established deadline (which is normally approximately one week prior to the Township Board meeting) and must be submitted in time for approval to be granted within two years of the date of final preliminary plat approval (call the Building and Zoning Department at 457-2690 for deadline dates and meeting dates):**
- 1. COMPLETELY filled out and signed application (which could be obtained on the Township website at georgetown-mi.gov, Forms, Plat or at the Township Office),**
  - 2. Three FOLDED paper drawings of the final plat,**
  - 3. An electronic copy of the plan (pdf file could be emailed),**
  - 4. Letter of Credit and explanation of work that must still be completed,**
  - 5. Any outstanding fees because all fees must be paid,**
  - 6. Signed street light petition and sidewalk compliance letter if not submitted previously,**
  - 7. A table on the plan listing the width and area of each lot, along with a certified statement that each lot meets Township ordinance requirements.**
  - 8. The final plat plan shall list the list the lowest building opening for each lot in the plat as recorded with the Ottawa County Drain Commission.**
- B. A representative must attend the following meeting (dates would be provided by contacting the Township Office at 457-2690 or at the time of submittal), which begins at 7:30 p.m. and is held at the Township Office:**
- 1. Township Board meeting (normally the second and fourth Monday of the month).**

**4. Building Permits Within the Boundaries of the Plat**

No building permits will be issued by the Township for construction within the boundaries of the plat until such time as the Township Board has granted final plat approval.

**5. Phases Within Plats**

Each phase within a plat must follow the complete sequence of the approval process including preliminary, final preliminary and final plat approval as a single unit. Phases can not be combined or split during the sequence of the approval process without the changed phase or phases returning to the Planning Commission for the whole process to be started over.

**6. Association for common and open space area.**

Documentation must be provided that an association is established to provide for the continued maintenance of common and open spaces if such areas are included in the plat. In instances of double frontage lots (where a lot abuts a street where no access would be allowed), an association shall be responsible for the maintenance of parkways (the area between the pavement of the road and the right-of-way/property line) adjacent to the street where no access is permitted.

Plat Name:

## APPLICATION FOR PLAT APPROVAL

Georgetown Charter Township  
1515 Baldwin St, P.O. Box 769 Jenison, MI 49429  
616-457-2340 revised: 11/17/2009

### APPLICANT INFORMATION

COMPANY NAME:

PHONE:

APPLICANT NAME:

TITLE:

ADDRESS:

CITY / STATE / ZIP:

### PLAT INFORMATION

ADDRESS OR LOCATION OF PLAT:

PERMANENT PARCEL NUMBER(S) OF PLAT:

EXISTING ZONING OF PLAT *(Must be supplied for all parcels in plat)* :

### REVIEW PROCESS *(Check all that apply)*

#### \_\_\_\_\_ PRELIMINARY PLAT APPROVAL

HAS THE STREET LIGHT PETITION BEEN SIGNED AND SUBMITTED:

HAS THE SIDEWALK LETTER BEEN SIGNED AND SUBMITTED:

#### \_\_\_\_\_ FINAL PRELIMINARY PLAT APPROVAL

DATE OF PRELIMINARY PLAT APPROVAL *(Application must be submitted within one year of Preliminary Plat Approval)* :

HAVE ROAD AND DRAIN COMMISSION APPROVALS BEEN RECEIVED:

HAS THE LOT INSPECTION FEE BEEN PAID:

#### \_\_\_\_\_ FINAL PLAT APPROVAL

DATE OF PRELIMINARY PLAT APPROVAL:

DATE OF FINAL PRELIMINARY PLAT APPROVAL *(Application must be submitted within two years of Final Preliminary Approval)* :

HAS A LETTER OF CREDIT BEEN SUBMITTED:

HAVE ALL OUTSTANDING FEES BEEN PAID:

**TEN (10) FOLDED COPIES OF A SITE PLAN MUST ACCOMPANY THE APPLICATION FOR ALL APPROVALS.**

### APPLICANT SIGNATURE

IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING ORDINANCE IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE GEORGETOWN TOWNSHIP WEBSITE AT [WWW.georgetown-mi.gov](http://WWW.georgetown-mi.gov). By signing I acknowledge there will be no refunds for any reason.

APPLICANT SIGNATURE:

DATE:

### FOR OFFICE USE ONLY

DATE OF PREAPPLICATION MEETING:

DATE OF PLANNING COMMISSION MEETING:

DATE OF TOWNSHIP BOARD MEETING:

DATE NOTICE PUBLISHED:

DATE PROPERTY NOTICES WERE SENT:

To All Developers Constructing Plats in Georgetown Township  
Regarding Sidewalks in Plats  
Procedure as of July 13, 2004/Revised February 23, 2006

The Georgetown Township Board adopted a sidewalk ordinance on May 8, 2000. The ordinance requires that concrete sidewalks be constructed adjacent to all paved streets in all new residential developments given final plat approval, planned unit development approval and site plan approval after June 1, 2000. This means that sidewalks must be installed **adjacent to all paved streets**, even if the lot is a corner lot and even if the rear property line abuts a paved street. This also means any streets that could be stubbed for future development.

In this regard, the Township has adopted the following policy to ensure compliance with this ordinance.

1. When an applicant requests preliminary plat approval and goes before the Planning Commission and Township Board, the plat map must include a note stating that sidewalks shall be constructed adjacent to all paved streets according to Township ordinance.
2. The developer shall be responsible to construct sidewalks adjacent to property lines on a paved street from which the lot could not have street access. This could be a rear property line or a side property line which would be considered a front yard for setback purposes. A note shall be added to the plat map stating that these specific lots would not have access to this particular street. This sidewalk construction shall be completed at the time that the street is constructed. (In most instances this situation would pertain to lots which abut and have street access to an interior street, but still abut a street with another property line. This shall not apply to an interior corner lot from which the property owner could have access to either street. This also would not pertain to lots which have only one street access.)
3. In addition to constructing sidewalks adjacent to property lines on a paved street from which the lot would not have street access, an association must be established to provided for the continued maintenance of the parkways (area between the pavement of the road and the right-of-way line) adjacent to the street where no access is permitted, as well as all other common areas. A note shall be added to the plat map stating that these specific lots would not have access to this particular street, the sidewalks would be installed as required, and an association established to provide for the continued maintenance of the parkways.
4. The developer shall be responsible to construct sidewalks adjacent to all paved streets in areas which are considered to be exceptions to the plat that abut a street that would be constructed by the developer.
5. The developer shall be required to leave the area designated by the Ottawa County Road Commission specifications for the construction of the sidewalk on all lots in the development at the established grade.

6. The developer must submit a signed letter stating that the sidewalk policy would be met and submit the letter at the time of application for preliminary plat approval, or at the time of final preliminary or final plat if the preliminary plat was approved prior to the adoption of this policy.
7. To request a waiver from any of the requirements of this policy or of any aspect of the sidewalk ordinance, an application for a sidewalk waiver would have to be submitted to the Township Board, along with the fee established by the Board.

**GEORGETOWN CHARTER TOWNSHIP  
SIDEWALK COMPLIANCE LETTER**

THIS DOCUMENT SERVES AS CERTIFICATION THAT THE DEVELOPER OF THE FOLLOWING PLAT WILL COMPLY WITH THE GEORGETOWN TOWNSHIP SIDEWALK ORDINANCE.

NAME OF PLAT: \_\_\_\_\_

NAME OF DEVELOPER AND/OR PLATTER: \_\_\_\_\_

ADDRESS OF DEVELOPER AND/OR PLATTER: \_\_\_\_\_

PHONE NUMBER OF DEVELOPER AND/OR PLATTER: \_\_\_\_\_

AS THE DEVELOPER AND/OR PLATTER, I ATTEST TO GEORGETOWN CHARTER TOWNSHIP, THE FOLLOWING:

- A. THE PLAT MAP PRESENTED TO THE TOWNSHIP FOR APPROVAL SHALL CONTAIN A NOTE STATING THAT SIDEWALKS SHALL BE CONSTRUCTED ADJACENT TO ALL PAVED STREETS ACCORDING TO TOWNSHIP ORDINANCE.
- B. THAT I, AS DEVELOPER, AND/OR MY REPRESENTATIVES, SHALL BE RESPONSIBLE TO CONSTRUCT SIDEWALKS ADJACENT TO PROPERTY LINES ON ALL PAVED STREETS FROM WHICH THE LOT **COULD** NOT HAVE STREET ACCESS. THIS COULD BE A REAR PROPERTY LINE OR A SIDE PROPERTY LINE (WHICH WOULD BE CONSIDERED A FRONT YARD FOR SETBACK PURPOSES). A NOTE SHALL BE ADDED TO THE PLAT MAP THAT THESE SPECIFIC LOTS WOULD NOT HAVE ACCESS TO THIS PARTICULAR STREET. THE SIDEWALK CONSTRUCTION SHALL BE COMPLETED AT THE SAME TIME THAT THE STREET IS CONSTRUCTED. (IN MOST INSTANCES THIS SITUATION WOULD PERTAIN TO LOTS WHICH ABUT AND HAVE STREET ACCESS TO AN INTERIOR STREET, BUT STILL ABUT A STREET WITH ANOTHER PROPERTY LINE. THIS SHALL NOT APPLY TO AN INTERIOR CORNER LOT FROM WHICH THE PROPERTY OWNER COULD HAVE ACCESS TO EITHER STREET. THIS WOULD ALSO NOT APPLY TO LOTS WHICH ARE ONLY ADJACENT TO ONE STREET.)
- C. THAT I, AS DEVELOPER, AND/OR MY REPRESENTATIVES, SHALL BE RESPONSIBLE TO CONTRUCT SIDEWALKS ADJACENT TO ALL PAVED STREETS IN AREAS WHICH ARE CONSIDERED TO BE EXCEPTION TO THE PLAT THAT ABUT A STREET THAT IS TO BE CONSTRUCTED AS PART OF THIS PLAT.
- D. THAT I, AS DEVELOPER, AND/OR MY REPRESENTATIVES, SHALL BE RESPONSIBLE TO DEVELOP THE AREA DESIGNATED BY THE OTTAWA COUNTY ROAD COMMISSION SPECIFICATIONS FOR SIDEWALKS ON EACH LOT DEVELOPED IN THIS PLAT AT THE ESTABLISHED GRADE.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**GEORGETOWN CHARTER TOWNSHIP  
STREET LIGHT PETITION**

THIS DOCUMENT IS A PETITION FOR INSTALLATION AND PAYMENT OF STREET LIGHTS, THEREOF, AND ESTABLISHMENT OF A SPECIAL ASSESSMENT DISTRICT FOR A MAINTENANCE OF A LIGHTING SYSTEM (PAYMENT FOR ELECTRICITY USED) AND WAIVER OF NOTICE OF HEATING IN ACCORDANCE WITH GEORGETOWN CHARTER TOWNSHIP SUBDIVISION CONTROL ORDINANCE No. 125, SECTION 4.24.

NAME OF PLAT OR PLATTER: \_\_\_\_\_

REPRESENTS TO GEORGETOWN CHARTER TOWNSHIP, AND PETITIONS THE TOWNSHIP AS FOLLOWS:

1. THAT THEY OR HE/SHE IS/ARE THE RECORD OWNER(S) OF THE FOLLOWING DESCRIBED REAL ESTATE:

\_\_\_\_\_  
\_\_\_\_\_

2. PETITIONS FOR INSTALLATION AND PAYMENT OF STREETLIGHTS FOR THE ABOVE LISTED REAL ESTATE.

3. PETITIONS TO ESTABLISH A SPECIAL ASSESSMENT LIGHTING DISTRICT TO PAY THE COST OF MAINTAINING STREET LIGHTING IN SAID DISTRICT PURSUANT TO AUTHORITY GRANTED TO THE TOWNSHIP UNDER ACT 188, PUBLIC ACTS OF 1974, AS AMENDED, FOR THE PROPERTY AS DESCRIBED HEREIN.

4. PETITIONER FURTHER WAIVES ALL RIGHTS TO NOTICE OF ANY SPECIAL ASSESSMENT HEARING EITHER BY MAILING, POSTING OR PUBLICATION WHICH WILL BE HELD BY THE TOWNSHIP TO DETERMINE WHETHER OR NOT TO ESTABLISH THE SPECIAL ASSESSMENT DISTRICT AND IMPROVEMENTS AS SET FORTH ABOVE AND FURTHER WAIVES ALL RIGHTS TO ANY NOTICE OF ESTABLISHMENT OF A SPECIAL ASSESSMENT ROLL TO PAY THE COST OF SAID LIGHTING MAINTENANCE.

THIS PETITION AND WAIVER SIGNED ON (DATE): \_\_\_\_\_

OWNER(S) AND PETITIONER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

OFFICE USE: GIVEN TO CLERK \_\_\_\_\_ RETURNED FROM CLERK TO PLANNING \_\_\_\_\_