

PORT SHELDON TOWNSHIP  
LAND SUBDIVISION AND  
UTILITY EXTENSION ORDINANCE

ORDINANCE NUMBER 45

ADOPTION DATE:

May 14, 1998

As Amended

November 11, 2004

TOWNSHIP OF PORT SHELDON  
COUNTY OF OTTAWA  
STATE OF MICHIGAN

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## LAND SUBDIVISION AND UTILITY EXTENSION ORDINANCE

Port Sheldon Township, Ottawa County, Michigan, does ordain as follows:

### ARTICLE I

#### TITLE AND PURPOSE

1.1 SHORT TITLE. This Ordinance shall be known as the "Land Subdivision and Utility Extension Ordinance" of the Township of Port Sheldon.

1.2 INTERPRETATION. In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements adopted for the promotion of public health, safety, convenience and general welfare. It shall be administered to insure orderly growth and development, to protect and conserve land and natural features, and adequately provide for streets, utilities and other land improvements in the Township.

1.3 PURPOSE. This Ordinance is adopted to regulate the subdivision of land to accomplish the following purposes:

- (1) To carry out the purpose and intent of the Land Division Act, PA 591 of 1996, as amended.
- (2) To further the orderly layout and development of the Township.
- (3) To provide for and regulate the economical provision or extension of utility services, streets and other necessary land improvements.
- (4) To require that land be suitable and suitably improved for building sites.
- (5) To provide for adequate drainage.
- (6) To prevent the premature development of land; to provide for proper ingress and egress to lots.
- (7) To promote proper surveying, monuments and legal descriptions.
- (8) To provide for safe and convenient traffic circulation and traffic movement.
- (9) To insure against the creation of unsafe or undesirable conditions.

- (10) To conserve the value of property.
- (11) To regulate the density of development in relation to utility services for the protection of the public health.
- (12) To conserve energy and natural features.
- (13) To carry out the purpose and intent of the Township Master Plan and Zoning Ordinance.
- (14) To establish rules and procedures for the process of subdivision under said act.
- (15) To provide for the adoption of improvement standards.
- (16) To provide penalties for the violation of this Ordinance.
- (17) To provide for the variation of these rules and requirements.

1.4 APPLICABILITY. This Ordinance shall not apply to land divisions resulting in parcels or lots which are more than ten (10) acres in area.

## ARTICLE II

### DEFINITIONS

2.1 DEFINITIONS. For the purposes of this Ordinance, terms shall be defined as set forth in the Land Division Act of 1996 and as defined herein:

- (1) Board: The Port Sheldon Township Board.
- (2) Commission: The Port Sheldon Township Planning Commission.
- (3) Lot Split:
  - (a) The combination of existing lots in a recorded plat into one (1) parcel.
  - (b) The alteration of an existing lot line in a recorded plat which does not change the number of lots.
  - (c) The alteration of existing lot lines in a recorded plat which creates an additional lot.

The term "lot split" shall not include the creation of new parcels of more than ten (10) acres, or the creation of parcels defined as a subdivision.

- (4) Outlot: A lot in a recorded plat which is set aside for purposes other than a building site, park or other land dedicated to public use or reserved to private use.
- (5) Plat: A map or chart of a subdivision of land.
  - (a) Preliminary Plat: A map showing the salient features of a proposed subdivision to an approving authority for the purposes of preliminary consideration and approval.
  - (b) Final Plat: A map and accompanying material showing or explaining the salient features of a proposed subdivision to an approving authority for the purposes of final consideration and approval.

- (6) Proprietor: A natural person, firm, association, partnership, corporation, or combination of any of them which may hold any ownership interest in land whether recorded or not.
- (7) Street:
- (a) Major Arterial Street/Road: A street/road designated as such on the Master Plan, as amended, and the Ottawa County Road Commission intended to serve high volume traffic movements across the Township.
  - (b) Minor Arterial Street/Road: A local street/road intended primarily to serve adjacent neighborhood properties and designated by the Ottawa County Road Commission as a county local road.
  - (c) Secondary Street: A street designated by the Planning Commission to serve moderate volume traffic within a subdivision.
- (8) Subdivision or Subdivide: The partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors or assigns, for the purpose of sale, or lease of more than one year, or of building development that results in one or more parcels of less than 40 acres or the equivalent, and that is not exempted from the platting requirements of the Land Division Act, PA 591 of 1996, as amended, sections 108 and 109. Subdivide or subdivision does not include a property transfer between two of more adjacent parcels, if the property taken from one parcel is added to an adjacent parcel; and any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of the Land Division Act or the requirements of the Township Zoning Ordinance.
- (9) Land Division Act: Public Act No. 591 of 1996, as amended.
- (10) Township: Port Sheldon Township, Ottawa County, Michigan.

## ARTICLE III

### UTILITY EXTENSIONS

3.1 SERVICE AREAS. All plats that are approved must be serviced by public sanitary sewers and public water or private community sanitary sewer. All lots within a plat that is approved must have within the public road or street adjacent to each such lot a sanitary sewer line and water line which shall run to the lot line of each such lot. The size and specifications of such sanitary sewer lines and water lines shall be as specified by the Township and consistent and compatible with the system to which it is connected.

3.2 UTILITY EXTENSIONS. Public water and sanitary sewer utilities may be extended under any of the following methods:

- (1) By petition to the Township Board by the owners of a majority of the area to be served by the extension.
  - (a) Upon receipt of the petition, the Township Board shall hold a hearing of necessity for the purpose of determining the need and desirability of the extension.
  - (b) If it is determined to proceed with the extension, the Township Board shall cause an assessment roll to be prepared to allow the cost of the extension and shall hold a public meeting to confirm the roll. The assessment roll shall thereafter be deemed active, with a set schedule of payments established.
- (2) By extension without petition. When the Township Board determines that an extension of a utility is necessary or desirable, but has not received a petition as noted above, it may cause or permit the utility to be extended with or without an active assessment roll, provided a suitable means of financing the extension is first established. Cost of the extension may be covered by any one or more of the following methods:
  - (a) Establishment of an active assessment roll.
  - (b) Establishment of a deferred assessment roll.
  - (c) Establishment of a schedule of charges to be paid when properties are connected to the utility.

- (d) Payment by a single interested party - with or without a "payback" agreement.
- (e) Establishment of trunkage charges or other charges to be collected as properties are connected to the utility.
- (f) By utility service charges.
- (g) By construction as part of an approved subdivision or property expansion.
- (h) By other means deemed desirable and adequate.

3.3 UTILITY SERVICE REQUESTS. Where utility services have been placed in public streets or public easements adjacent to a parcel, requests to connect to the utility shall be made to a representative of the Township designated by the Township Board. A connection permit shall be granted after all applicable charges, fees, assessments, agreements, or other arrangements have been paid or established as determined by the designated representative.

3.4 UTILITY CHARGES. The Township Board shall establish service charges adequate to pay the operational costs of a utility system and, if deemed desirable, to also pay for a portion of the capital investment, including depreciation charges. The service charges may be altered from time to time by the Township Board as deemed necessary to meet these obligations.

## ARTICLE IV

### PROCEDURES

4.1 APPROVALS. The following procedure must be completed in order for a subdivision to receive approval by the Township:

- (1) Preliminary Plat approval by the Planning Commission.
- (2) Preliminary Plat approval by the Township Board - Step I.
- (3) Preliminary Plat approval by the Township Board - Step II.
- (4) Final Plat approval by the Township Board.

Although not required, a proprietor is encouraged to undertake preplat discussions with the Planning Commission.

4.2 PREPLAT DISCUSSION. Prior to the preparation of a preliminary plat, there should take place a preplat discussion meeting between the proprietor and the Planning Commission. The purpose of this meeting is to inform the Planning Commission of a proprietor's intent to initiate a subdivision. On or before this meeting, the proprietor should submit the following to the Commission:

- (1) Several copies of a sketch, to scale, indicating the general location and configuration of the property to be subdivided; the alignment of streets and lots; and the relationship of the proposed plat to adjacent streets and neighboring properties.
- (2) A statement indicating how sanitary sewer and water service will be extended.

During the preplat discussion meeting, it shall be the responsibility of the Planning Commission, insofar as information is available to it, to inform the proprietor about the following:

- (3) General requirements of this Ordinance and the Zoning Ordinance.
- (4) Planned or anticipated sites of parks and recreation areas and other public uses.
- (5) Utility system capabilities.

- (6) Planned or anticipated public improvements, including streets, utility extensions and the like.
- (7) Major street plans and potential problems relative to the natural features of the area including, but not limited to, flood plains, soil conditions, topography, and ground water tables.
- (8) Additional information which will assist the proprietor in proceeding in a reasonable and sound manner toward Final Plat approval.

Preplat discussions are intended for information purposes only and do not constitute binding commitments on the part of the Township. Neither do they imply tentative approval of any subsequent preliminary plat. Furthermore, such discussions shall not carry the authority to proceed with construction or to sell or transfer property.

4.3 PRELIMINARY PLATS. The Preliminary Plat approval procedure is intended to assure the Township that the proprietor is proceeding toward a Final Plat which will conform to all applicable regulations and be acceptable to the Township and other approving agencies. Approval of the Preliminary Plat by the Township shall not relieve the proprietor from obtaining the necessary approvals from other agencies having jurisdiction over other aspects of the plat.

4.4 PRELIMINARY PLAT REQUIREMENTS. Preliminary Plats shall be prepared in accord with Sections 111 through 120 of the Land Division Act, as amended, and Article 5 of this Ordinance. Preliminary Plats prepared for Planning Commission review and Step I approval by the Township Board shall include or be accompanied by items 1 to 11 of Article 5.1. In addition to the review required in Section 4.5, the proprietor or his agent shall submit copies of the Preliminary Plat to the appropriate agencies as required in Sections 113 through 119 of the Land Division Act, as amended.

#### 4.5 SUBMISSION OF PRELIMINARY PLATS.

- (1) The submission shall be made as set by the resolution adopted by the Township Board for establishing submission deadlines. The following procedure shall be followed: *(amended November 11, 2004)*
  - (a) Submit fourteen (14) copies of the Preliminary Plat to the Township Clerk.
  - (b) Submit to the Township Clerk a filing fee as determined by resolution by the Township Board.

- (c) The Township Clerk shall retain one (1) copy of the Preliminary Plat and, within seven (7) days from submission, forward copies to each Planning Commissioner, Zoning Administrator, Township Planner, Township Engineer, and Supervisor.
- (2) State law requires that within ninety (90) days from the date of submission, the Township Board shall act upon the Preliminary Plat. In order to accomplish the necessary review within this time period, the proprietor or his agent is encouraged to be present at all meetings of the Planning Commission and the Township Board at which the plat will be reviewed. The plat shall be reviewed by the Supervisor, Planner and Engineer who shall report to the Planning Commission on any suggestions or recommend changes.

4.6 PLANNING COMMISSION REVIEW. The Planning Commission shall review the Preliminary Plat and the comments of the Supervisor, Planner and Engineer. Particular attention shall be given to the requirements of Article V of this Ordinance. If the Preliminary Plat meets the requirements of this Ordinance, the Planning Commission shall give it Preliminary Approval. The Secretary of the Planning Commission shall forward one (1) copy of the Preliminary Plat along with a notation indicating Preliminary Approval and any recommendations to the Township Board for Step I approval.

If the plat does not meet the requirements of this Ordinance, the Planning Commission shall:

- (1) Deny Preliminary Plat approval and setting forth its reasons in writing; or
- (2) Grant Preliminary Approval contingent upon completion of the revisions as noted.

The Secretary of the Planning Commission shall forward one (1) copy of the Preliminary Plat along with the Planning Commission's recommendations to the applicant and one (1) copy to the Township Board.

4.7 TOWNSHIP BOARD STEP I REVIEW, PRELIMINARY PLAT. After receipt of the Preliminary Plat and recommendations from the Planning Commission, the Township Board shall consider the Preliminary Plat at its next meeting or within 20 days from the date of receipt from the Planning Commission.

- (1) The Township Board shall consider the Preliminary Plat along with the recommendations of the Planning Commission, Supervisor, Planner and Engineer. If the plat meets the Preliminary Plat requirements of this Ordinance, the Board shall grant Step I Preliminary Plat approval. The Township Clerk shall

sign the plat with the notation that it has received Step I approval and the proprietor shall be so notified. Step I approval shall give the proprietor the following rights for a one (1) year period from the date of approval:

- (a) That the general terms and conditions under which Step I approval was granted will not be changed by the Township.
  - (b) That the lot sizes, lot orientation, and street layout have been approved.
  - (c) That Step I approval may be extended if applied for by the proprietor prior to the one (1) year expiration date and granted by the Township Board in writing.
- (2) If the Preliminary Plat substantially meets the requirements of this Ordinance, the Township Board may grant conditional approval of Step I, such approval being conditioned upon the submission of such changes, revisions or additional material as is determined to be necessary to complete Step I. Upon the submission of such changes, revisions or additional material, the Preliminary Plat shall be granted unconditional Step I approval and the proprietor shall be so notified.
- (3) If the Preliminary Plat does not substantially meet the requirements of this Ordinance, the Township Board shall deny Step I approval and so notify the proprietor along with the reasons therefore.

4.8 TOWNSHIP BOARD STEP II REVIEW, PRELIMINARY PLAT. After the Township Board has granted Step I approval, the proprietor shall submit two (2) copies of the Preliminary Plat to the Township Board for Step II review. The proprietor shall also submit the following:

- (a) A list of all reviewing authorities certifying that the list shows all authorities as required by Sections 112 to 119 of the Land Division Act, as amended.
- (b) A copy of each review or subdivision site report by the above noted authorities after their approval has been secured.
- (c) A copy of any proposed or required deed restrictions or covenants.
- (d) A copy of a preliminary draft of any special agreements which may be required before Final Plat approval is granted.

- (1) The Township Board shall consider the Preliminary Plat and the above noted material and, if found to be in compliance with the terms of this Ordinance, shall grant Step II approval. Step II approval shall give the proprietor the following rights for a period of two (2) years from the date of approval:
  - (a) That the general terms and conditions under which Step II approval was granted will not be changed and the proprietor may proceed with the installation of required improvements.
  - (b) That the proprietor may submit all or parts of the Step II approved Preliminary Plat as a Final Plat in accordance with the Land Division Act, as amended, and this Ordinance.

The two (2) year period may be extended if applied for by the proprietor and grant by the Township in writing. Written notice of the extension shall be sent by the Township Clerk to the other approving authorities.

(2) If the Preliminary Plat substantially meets the requirements of this Ordinance, the Township Board may grant tentative approval of Step II, such approval being conditioned upon the submission of such changes, revisions or additional material as is determined to be necessary to complete Step II. Upon the submission of such changes, revisions, or additional material, the Preliminary Plat shall be granted unconditional Step II approval and the proprietor shall be so notified. The Township Board may, at its discretion, delegate final Step II review authority to the Township Planner and/or Engineer who shall be responsible for insuring that the conditions established for Step II approval have, in fact, been met. Once the Step II conditions have been met, the Township Board, shall grant final Step II approval. Final Step II Preliminary Plat approval shall also be noted on the copy of the Preliminary Plat to be returned to the proprietor.

(3) If the Preliminary Plat does not substantially meet the requirements of this Ordinance, the Township Board shall deny Step II approval and so notify the proprietor along with the reasons therefore.

(4) Installation of all plat improvements authorized by Step II approval shall be in accord with the requirement of the appropriate agency or utility having jurisdiction. When the construction plan has received the approval of the applicable jurisdictional agencies, the proprietor shall submit two (2) copies of the plan to the Supervisor for the Township Engineer review to assure conformance of the construction plan to the prior approved preliminary plat. The following have jurisdiction in Port Sheldon Township:

Ottawa County Road Commission - streets, sidewalks, storm sewers  
Ottawa County Drain Commission - drains and drainage from the plat  
Ottawa County Department of Public Works - sanitary sewer and water main  
Consumers Energy Company - electrical and street lights  
Ameritech - telephone  
Michigan Gas Utilities and Semco Energy - gas  
Bresnan - Cable TV

4.9 FINAL PLAT APPROVAL. Within two (2) years from the date of Step II approval of the Preliminary Plat, the proprietor shall prepare and submit a Final Plat containing all the certificates, signatures and specifications required by the Land Division Act.

- (1) After the signature of the surveyor, proprietor, County Treasurer, County Drain Commissioners, and the County Road Commission are obtained, the proprietor shall submit the Final Plat in conformance with the deadlines set forth by the resolution adopted by the Township Board for establishing submission deadlines. The proprietor shall also submit the following: (*amended November 11, 2004*)
  - (a) All final agreements and deed restrictions.
  - (b) Letters of approval from all applicable agencies or utilities listed in 4.8(4) stating that improvements have been properly installed, inspected and inspection fees paid or that a irrevocable letter of credit or other equal surety have been submitted for uncompleted improvements.
- (2) The Clerk shall review the Final Plat and associated material for compliance with all the requirements of 4.8, Township Board Step II Review, Preliminary Plat.
- (3) If all submissions are found acceptable, the Clerk shall submit the same to the Township Board at its next regular meeting for approval.
- (4) The Board shall approve or reject said Final Plat and associated material and, if approved, shall instruct the Clerk to certify such approval together with the date thereof. When required, the Clerk shall also certify upon the Final Plat the approval and date of Health Department approval on the approved Preliminary Plat.
- (5) The Clerk shall thereupon promptly forward all copies of the Final Plat to the Clerk of the County Plat Board.

- (6) When the Final Plat is returned by the State Treasurer with a certification of approval, the Final Plat shall be recorded as a plat of record.
- (7) If the Final Plat and associated material are not found acceptable, the Clerk shall so notify the proprietor who shall arrange for correction, modification, or additional guarantees to satisfy the requirements of this Ordinance.

4.10 BUILDINGS AND SALES. Until recorded as a plat of record, a property is unsubdivided. No more than four (4) principle buildings may be constructed on such parcel, except that where streets and other improvements have been installed in accordance with the Step II approved Preliminary Plat, such streets shall be deemed to have subdivided the plat into blocks; and one principal building may be constructed upon each block so formed. Sale of any lot or portion of said parcel, unless by an entire block, shall not be made until approval of the Final Plat.

- (1) Where a proprietor desires to construct additional buildings before improvements are completed and before the Final Plat is approved by the Township, he shall submit proof of Performance Guarantees to the Township Board for approval. Said Performance Guarantees shall cover the entire cost of installing the remaining improvements plus an amount sufficient to pay all inspection costs. The Performance Guarantee shall be in either cash or irrevocable letter of credit or equal and have a specific time limit noted.
- (2) Regardless of the above stipulations on buildings, the Township Board may restrict building on uncompleted plats if in its opinion premature construction would not be in the best interests of the Township.
- (3) The Building Inspector shall not be authorized to issue any Building Permits in an unrecorded plat unless otherwise authorized by the Township Board under these provisions.

4.11 OUTLOTS. Outlots in a recorded plat are prohibited.

4.12 LOT SPLITS. Pursuant to Section 263 of Act 591, Public Acts, 1996, as amended, the Land Division Act, each division of a lot in a recorded subdivision shall result in a lot or lots which meet all the provisions of this Ordinance and the Port Sheldon Township Zoning Ordinance.

## ARTICLE V

### PLAT DETAILS

5.1 PRELIMINARY PLAT. The Preliminary Plat shall be designed in accordance with the provisions of Articles VI, VII and VIII, the requirements of the Land Division Act and, where applicable, the requirements of the County Health Department, the Drain Commission, the County Road Commission, the Department of Environmental Quality, and the Department of State Highways and Transportation. The Preliminary Plat shall be drawn at a scale of not more than one hundred (100) feet to the inch and shall include or be accompanied by the following information:

- (1) The name of the plat; the name and address of the proprietor; the name, address and seal of the surveyor or registered engineer; and a description of the property to be subdivided.
- (2) A key map showing the location and position of the property and its relationship to surrounding streets and the surrounding area including existing zoning of abutting areas.
- (3) North arrow, scale, contour interval, and legend when appropriate.
- (4) Contour elevations adjusted to USGS datum at not more than two (2) foot intervals.
- (5) Where appropriate, established flood plain contours and elevations adjusted to USGS datum.
- (6) The location of all existing streets, lots, plats, public utilities, drains, streams or bodies of water on/or abutting the property.
- (7) The outlines, intended layout, and intended use of the entire property owned or represented by the proprietor. The following shall be included:
  - (a) Street and stub street right-of-way ~ location, width and curve radii.
  - (b) Proposed street names.
  - (c) Lot lines, lot line dimensions to the nearest foot, lot numbers, and lot areas to the nearest one hundred (100) square feet.

- (8) The location and dimensions of all existing or proposed easements or reserve strips, including utility easements.
- (9) The locations and tentative sizes of proposed sanitary sewers, storm sewers and catch basins, water mains, culverts, bridges, ponding areas, ponds, lagoons, slips, waterways, lakes, bays, and canals.
- (10) Statements regarding:
  - (a) Intent to utilize public water and public sanitary sewage facilities.
  - (b) Zoning and lot size requirements.
  - (c) Zoning requirements for front, side and rear yards.
  - (d) Size and type of street in accord with Ottawa County Road Commission standards.
  - (e) Intent to install gas, sidewalks, street lights, and shade trees.
  - (f) Use of waterways, rivers, streams, creeks, lakes or ponds.
- (11) Copy of any proposed or required deed restrictions or covenants.
- (12) Copies of reviews and approvals and, where necessary, Subdivision Site reports from:
  - (a) Ottawa County Road Commission.
  - (b) Ottawa County Drain Commission.
  - (c) Michigan Department of State Highways and Transportation.
  - (d) Michigan Department of Environmental Quality.
  - (e) Ottawa County Health Department.

5.2 FINAL PLAT. The Final Plat shall be prepared as required by the Land Division Act, as amended, and submitted to the Township Clerk in accord with Article 4.9.

The Final Plat shall also be accompanied by or show the following additional information:

- (1) One (1) copy of the final deed restrictions or restrictive covenants.
- (2) Deeds to any properties to be dedicated to the Township.
- (3) Performance or installation agreements for any improvements not controlled or regulated by other agencies, such as sidewalks, street lights, or shade trees.
- (4) One (1) copy of any financing arrangements between the Township and the proprietor for the installation of required improvements.

## ARTICLE VI

### LOT SIZES

6.1 DENSITY-UTILITY RELATIONSHIPS. For the purpose of this Ordinance, subdivisions shall be classified as Complete Utility Subdivision. This Ordinance may impose greater lot sizes than required by the Zoning Ordinance but may not decrease the minimums of the Zoning Ordinance. Lot splits in any zones need only conform to or exceed the minimum requirements of the Zoning Ordinance except when located upon a Major Street wherein the provision of Article VIII, General Provisions for all Subdivisions, shall apply.

Public sanitary sewers and public water must be provided in all plats as stated in Section 3.1.

1. The cost of utility extensions inside or outside a subdivision shall be the expense of the proprietor; providing, however, that when an extension outside a plat is required, a "pay-back" agreement may be negotiated with the Township where appropriate, to enable the developer to recoup some of his expense of extending the sewer or water line.

6.2 COMPLETE UTILITY SUBDIVISIONS. The minimum lot area and frontage requirements shall be as follows:

- (1) Lot areas and widths in a Complete Utility Subdivision shall meet or exceed the minimum lot areas and widths specified in the Zoning District in which it is located, except that corner lots shall exceed the minimum lot width by at least ten (10) feet.

6.3 REZONING WHEN UTILITIES ARE PROVIDED. When sanitary sewer and water is provided to a subdivision in any Service Area or Zoning District, the proprietor may request a rezoning to a similar Zoning District having smaller minimum lot size requirements. The Planning Commission and Township Board shall give due consideration to the presence of the utilities and the intent of this Ordinance when considering the rezoning request.

## ARTICLE VII

### REQUIRED IMPROVEMENTS IN SUBDIVISIONS

7.1 COMPLETE UTILITY SUBDIVISIONS. Prior to the granting of Final Plat Approval for a Complete Utility Subdivision, the proprietor shall have installed, or have approved plans and agreements for the installation of, the following improvements:

- (1) Streets: A paved street of not less than thirty (30) feet in width conforming to Ottawa County Road Commission Construction Standards. A street designated as a Secondary or Collector street by the Planning Commission shall be constructed to Road Commission standards but shall not be less than thirty (30) feet in width.
- (2) Rights-of-Way: All rights-of-way and easements shall be graded across their entire width and length.
- (3) Water: A public water supply of a size specified by the Township Engineer connected to an existing public system and available at the property line of each lot within the subdivision, together with fire hydrants in locations specified by the Township.
- (4) Sewers and Drainage: Public sanitary sewers connected to an existing public system and available at the property line of each lot within the subdivision, conforming to the size and specifications of the Township and compatible to the existing system, culverts, catch basins, and storm sewers of a size specified by the Ottawa County Road Commission and outletting from the subdivision in a method, and to a drainage system, approved by the Ottawa County Drain Commissioner.
- (5) Electric and Telephone Conduits: Underground electrical and telephone conduits together with connection terminals available at each lot.
- (6) Street Lights: Street lights of a design and location approved by the Township and Consumers Energy Company.
- (7) Gas Service: Where available, gas distribution lines beneath the street prior to the paving and curbing of any street, at locations adequate to serve each lot by connections thereto without the further installation of gas lines beneath such streets.

- (8) Sidewalks may be constructed at the option of the applicant or as required by the Township. When sidewalks are constructed, the following shall be followed.
- (a) Concrete sidewalks five (5) feet wide and four inches thick are required on both sides of all streets and stub streets without exception including adjacent to all cul-de-sacs.
  - (b) All sidewalks shall incorporate dub-downs also known as "handicapped sidewalk curb cuts" from the curb to the intersection of the sidewalk.
  - (c) Permits for construction of sidewalks shall be obtained from the Ottawa County Road Commission and shall be built to or exceed the requirements of this Ordinance and the standards of the Ottawa County Road Commission.
  - (d) All sidewalks shall be constructed by the developer prior to final plat approval. Final plat approval can be given without construction of sidewalks provided not more than three (3) years have elapsed since the Township Board has granted Step II Preliminary Plat approval and provided there is posted by the developer with the township either a cash bond or an irrevocable letter of credit in an amount equal to the total cost of construction of the sidewalks as determined by the township engineer conditioned upon all sidewalks being constructed not later than three (3) years after the Township Board granted Step II Preliminary Plat approval and that the cash bond or irrevocable letter of credit can be used by the township to construct all such sidewalks if the sidewalks are not constructed within said time period and to pay all costs incidental to such construction including but not limited to engineering and attorney fees related thereto. All cash bonds shall be filed with the township clerk and shall be invested by the township treasurer in the Ottawa County Pooled Fund. All interest earned on the cash bond shall be subject to the same terms and conditions and rights as the principal amount of the cash bond. Any funds that remain after using the cash bond to construct the sidewalks and to pay all costs incidental thereto shall be returned to the developer. If the sidewalks are properly constructed prior to the three (3) year time period, the cash bond plus accrued interest earned thereon shall be turned over to the developer, or the letter of credit will be canceled.
  - (e) After sidewalks have been constructed, the owner of a lot and any person or entity that takes out a building permit for any type of construction on

a lot within the plat shall be responsible for repairing, restoring, or replacing any broken or damaged sidewalks adjacent to the property for which a building permit is issued such that they are in conformance with the standards required for original construction up and until an occupancy permit is issued.

- (9) Topsoil: No topsoil shall be removed from the site or used as fill. Topsoil moved during the course of construction shall be redistributed and stabilized by seeding, plantings, or other acceptable erosion control methods.
- (10) Monuments: Monuments shall conform to the Land Division Act of 1996, as amended.
- (11) Street Signs: Street signs shall be placed at all intersections within or abutting the subdivision. The name, type and location shall be specified or approved by the Ottawa County Road Commission.

7.2 VARIATIONS IN SUBDIVISIONS. The following provisions may be waived by the Planning Commission upon request of the proprietor during the Preliminary Plat review stage:

- (1) Where an existing metes and bounds parcel is being incorporated into a subdivision, the width, depth and area requirements of this Ordinance may be waived for the specific parcel if the Planning Commission determines it will not have a detrimental effect on the subdivision.
- (2) Topsoil provisions may be waived where it is demonstrated there is an excess of topsoil and that such excess will be used as topsoil in another location. In no event shall topsoil be used as fill.

7.3 COST DISTRIBUTION OF OVERSIZED IMPROVEMENTS. Where the Township requires that a given improvement be increased in size, length, or depth to meet the needs of other areas, arrangements shall be made with the Township or its agent prior to installation, or prior to approval of, a Final Plat for the additional costs thereof.

Township funds for permanent investment in these improvements are limited, and nothing contained herein shall serve to obligate the Township for these costs. The extension of utilities or improvements smaller than required to meet the needs of an entire area is prohibited.

## ARTICLE VIII

### GENERAL PROVISIONS FOR ALL SUBDIVISIONS

8.1 MASTER PLAN. All subdivisions shall conform to the provisions and conditions of the Master Plan and Zoning Map for future development of the Township except as may be modified by this Ordinance.

8.2 STREETS. All streets shall conform in direction and alignment with the Master Plan and shall connect with existing streets without jogs or sharp angles. The design and location of streets shall not have the effect of precluding access to undeveloped adjacent property. The following requirements shall be met:

- (1) Curves: Curving streets shall have a centerline radius conforming to Ottawa County Road Commission standards.
- (2) Rights-of-Way: Secondary street rights-of-way shall be at least sixty-six (66) feet in width. Minor Arterial street rights-of-way shall be at least eighty-six (86) feet in width or forty three (43) feet from the centerline. Major Arterial street rights-of-way shall be at least one hundred twenty (120) feet in width, or sixty (60) feet from the centerline.
- (3) Stub or Outlet Streets: Stub streets or outlets to adjacent undeveloped property are required and shall be fully improved, including drainage and utilities as required for all other streets in the subdivision. Use of any stub street for construction of homes beyond the plat line is prohibited without platting or extension of the street and all public utilities. A master plan of the property where the street must be developed shall indicate how the road will continue to provide a through street.
- (4) Dead-End Streets: Permanent dead-end streets shall not exceed eight hundred (800) feet in length unless a paved outlet street is provided when required to adjacent property. There shall be a turn-around roadway with a minimum outside right-of-way radius of sixty (60) feet at the closed end.
- (5) Street Names: All street names may not duplicate any street name in Ottawa County and shall be subject to the approval of the Township Board and the Road Commission.

- (6) Off-sets: Off-setting streets at an intersection are prohibited unless the centerlines thereof are off-set at least one hundred twenty-five (125) feet. Such off-sets shall be subject to Ottawa County Road Commission approval.

8.3 LOTS. Every lot shall face upon a dedicated street and shall have at least forty (40) feet of lot width at the right-of-way line. The following requirements shall be met:

- (1) Lot Depth: No lot shall be less than one hundred twenty-five (125) feet in depth at any point.
- (2) Shape: No lot shall be of such a shape as to require a possible variance from the provisions of the Zoning Ordinance.
- (3) Double Frontage: No lot shall be bounded on opposite sides by streets except that on a Major Arterial street the Planning Commission may require that abutting lots face upon a Collector street and that a reserve strip be provided to prohibit access upon such Major Arterial street.
- (4) Major Arterial Street Frontage: No lot may be platted upon a Major Arterial street.
- (5) Suitability: Where there is a question as to the suitability of a lot or lots for their intended use due to factors such as soil formations, flood conditions, flood plains, high water table, or similar circumstances, the Planning Commission shall, after adequate investigation, withhold approval of such lots. Such lots shall be combined with other lots in such manner as to prohibit future resubdivisions.

8.4 BLOCK LENGTHS. Blocks shall generally be between six hundred (600) feet and one thousand (1,000) feet in length. Side streets or outlets or streets to adjoining property may be required at a lesser interval if deemed necessary by the Planning Commission. Twenty (20) foot pedestrian crosswalk easements may be required by the Planning Commission with sidewalks at least five (5) feet in width.

8.5 PUBLIC EASEMENTS. Where a subdivision is traversed by a water course or open drain, there shall be provided a public easement of such width as determined necessary by the County Drain Commission, but in no case less than twenty (20) feet in width. The Planning Commission shall require twenty (20) foot public easements along the lot lines of a block for utility facilities, walkways, access to public land, or similar needs of the community. Easements may be required to be dedicated to the Township or County.

8.6 BUSINESS AND INDUSTRIAL SUBDIVISIONS. Where land is subdivided to be used for business or industrial purposes permitted by the Zoning Ordinance, the services and improvements to be required shall be fixed by the Planning Commission with reference to the use and density of the subdivided area and the type of business or industrial activity to be carried on in the subdivided area in accordance with the provisions of Section 7.1

8.7 PERFORMANCE GUARANTEES. The Township Board may require formal agreements or the posting of an irrevocable letter of credit, cash or equal sufficient to guarantee the proper performance of required improvements or materials to meet the provisions and intent of this Ordinance.

8.8 LAW. The requirements, procedures, regulations and powers set forth in the Land Division Act of 1996, as amended, shall apply except as provided by this Ordinance.

8.9 INSPECTION AND SPECIFICATIONS. The Township Board may establish inspection fees, inspection requirements, specification standards, and administrative procedures as provided by law and such shall be deemed to be requirements of this Ordinance. All plans and installations of improvements called for shall be subject to the approval of the Township or its agent, or such other competent person as designated by the Township. All inspection fees shall be paid by the proprietor before the Final Plat is signed by the Township unless adequate cash or bank letter of credit to cover these expenses are given to the Township prior to Final Plat approval.

## ARTICLE IX

### GROUND AND PROCEDURE FOR A VARIANCE

9.1 GROUND FOR A VARIANCE. If the proprietor can clearly demonstrate that literal enforcement of this Ordinance is impractical or will impose undue hardship in the use of his land because of peculiar conditions pertaining to his land, the Township Board may permit such variances as, in its sound discretion, it believes to be reasonable and within the general purpose and policy of this Ordinance. A financial hardship or gain shall not of itself be sufficient.

In making the findings required below, the Board shall consider the recommendations of the Planning Commission, the location and condition of the proposed subdivision, the nature of the proposed variance as compared with the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision, and the probable effect of the proposed subdivisions and variances on traffic conditions, public health, and safety in the vicinity.

No variance shall be granted unless the Board finds that all of the following conditions exist:

- (1) There are special circumstances or conditions affecting said property such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of his land.
- (2) The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant.
- (3) The granting of the variance will not be contrary to State or County regulations or Township Ordinances, detrimental to the public welfare, or injurious to other property in the area in which said property is situated.

9.2 PROCEDURE FOR A VARIANCE. A petition for any such variance shall be submitted in writing by the proprietor at the time when a preplat or the Preliminary Plat is filed for the consideration of the Planning Commission, or thereafter to meet any requirement of the Planning Commission. The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner. The Planning Commission shall make a recommendation by full majority vote to the Township Board upon any requested variance. Upon recommendation by the Planning Commission that a variance be disapproved, the Township Board may grant such variance upon the concurring vote of three members of the Township Board.

## ARTICLE X

### VALIDITY, ADMINISTRATION AND ENFORCEMENT

10.1 ADMINISTRATION. This Ordinance shall be administered by the Township Board. The rules, regulations and standards imposed by this Ordinance shall be considered to be the minimum requirements for the protection of the public health, safety and welfare of the citizens of the Township; and in interpreting and applying them, primary consideration shall be given to these factors.

10.2 VALIDITY. If any article, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

10.3 ENFORCEMENT.

- (1) This Ordinance shall be enforced by the Township Board.
- (2) Penalty.
  - (a) Any person who shall sell or agree to sell any lot, piece or parcel of land without first having recorded a plat thereof (as defined in the Land Division Act) when required by this Ordinance, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars (\$500.00) or imprisonment in the county jail not to exceed one hundred eighty (180) days, or both, for the first offense, and for each subsequent offense, a like fine and imprisonment in the county jail not to exceed one year, or both. The term "agree to sell" shall not include an option to buy extended from the seller for a money consideration to the prospective buyer.
  - (b) Any person who violates any other provision of this Ordinance shall be guilty of a misdemeanor and upon conviction shall be fined not more than five hundred dollars (\$500.00) or imprisonment not more than ninety (90) days, or both such fine and imprisonment in the discretion of the court, together with the costs of prosecution of such offense. Every day such violation is permitted to exist shall constitute a separate offense.
- (3) Actions to Restrain or Prevent Violations. The Township Board may bring an action in its own name in the Circuit Court to restrain or prevent any

violation of this Ordinance or any continuance of any such violation. Such action shall be brought in the county where the land is located, the defendant resides or has his principal place of business.

10.4 EFFECTIVE DATE. This Ordinance shall be effective thirty (30) days after publication in a newspaper circulating within Port Sheldon Township.

