

Preliminary Condominium Information

Address:

Project Name:

This checklist is intended as a guide to assist the applicant in the preparation of and Administrative/Planning Commission review of a single-family condominium project. The applicant is responsible for being sufficiently familiar with and have a working knowledge of the codes and ordinances of the City of Portage but the Department of Community Development will be glad to assist. A meeting with Department staff is encouraged.

Filing Information

Yes No N/A

1. Development Application.
2. Filing fee per fee schedule.
3. Eight (8) copies of the preliminary condominium, and one 11" x 17" reduced reproduction of the condominium.
4. Permits/approvals required from other agencies as noted:
- Kalamazoo County Road Commission
 - Kalamazoo County Drain Commission
 - Michigan Department of Transportation
 - Michigan Department of Natural Resources and Environment
 - Kalamazoo County Planning Department
 - Kalamazoo County Environmental Health Division
 - Other _____
5. An affidavit of ownership identifying all contiguous holdings of the proprietor with an indication of the portion of which is proposed to be developed (by section and parcel number or other legal description), which shall include the dates the respective holdings of land were acquired, together with the libre and page of each conveyance to the present owner as recorded in the County Register of Deeds office. The affidavit shall advise as to the legal owner of the property, the contract owner of the property, the date involved, a complete list of all directors and officers of each corporation.

Plan Preparation and Guidelines

Yes No N/A

1. All plans will be drawn on uniform sheets no greater than 24" x 36".
2. All plans will be drawn to an engineering scale not exceeding 1" = 100'.
3. All plans will be clear, legible, accurately scaled and be sealed by a Michigan registered professional surveyor.
4. The location by section, town and range or by other legal description.
5. The name and address of the proprietor.
6. All contiguous holdings of the proprietor with an indication of the portion of which is proposed to be subdivided;
7. The scale of the plat, for which the minimum acceptable scale is one inch to equal one hundred feet.
8. The date.
9. The north point oriented to the top of the sheet.

Existing Conditions

Yes No N/A

1. An overall area map showing the relationship of the condominium to surrounding areas within one-half mile. Information on the area map shall include such things as section lines and/or major streets or collector streets. The minimum acceptable scale for such map is one inch to equal eight hundred feet.
2. The boundary line of the proposed condominium, section or corporation lines within or adjacent to the tract and the overall property dimensions.
3. Property lines of adjacent tracts of subdivided and unsubdivided land shown in relation to the tract being proposed for condominium, including those of areas across abutting roads.
4. The location, widths and names of existing or prior platted streets and private streets, and public/private easements within or adjacent to the tract being proposed for development, including those located across abutting roads.

(Over)

Yes No N/A

5. The location of existing sewers, water mains, storm drains and other underground facilities within or adjacent to the tract being proposed for subdivision.
6. The topography drawn as contours with an interval of not more than two feet. Elevations shall be based on United States Geological Survey data.
7. For a condominium that is lying within a flood hazard area as identified by the Flood Insurance Study for Portage, Michigan, base flood elevation data shall be provided. Base flood elevation shall indicate the anticipated high water level during a flood having one-percent (1%) chance of being equaled or exceeded in any given year.
8. Significant natural and man-made features which could influence the layout and design of the subdivision.
9. Zoning of the land proposed to be subdivided and surrounding land area.
10. The school board or school board superintendent of the school district having jurisdiction in the area concerned shall be informed and made known of the proposal by the proprietor. A letter or document from the school board or school board superintendent indicating awareness of the proposal shall be submitted.

Proposed Conditions

Yes No N/A

1. The layout of streets indicating proposed street names, right-of-way widths and connections with adjoining streets and also the widths and location of alleys, easements and public walkways. Street names shall be indicated as approved by the City of Portage and the Kalamazoo County Planning Department.
2. The layout, numbers and dimensions of lots, including building setback lines showing dimensions;
3. An indication of parcels of land intended to be dedicated or set aside for public use or for the use of property owners in the condominium.
4. An indication of the ownership and the existing and proposed use of any parcel identified as "excepted." If the proprietor has an interest in or owns any parcel so identified as "excepted," the plan shall indicate how this property could be developed in accordance with the requirements of the existing zoning district in which it is located and with an acceptable relationship to the layout of the proposed preliminary condominium subdivision.
5. An indication of the system proposed for sewage by a method meeting the requirements of City Council and the Michigan Department of Natural Resources and Environment .
6. An indication of the storm drainage method and disposal area.
7. In a case where a proprietor wishes to subdivide a given area but wishes to begin with only a portion of the total area, the condominium subdivision shall include the proposed general layout for the entire area. The part which is proposed to be subdivided first shall be clearly superimposed upon the overall plan in order to illustrate clearly the method of development which the proprietor intends to follow.
8. Any variance from the provisions of these Condominium Regulations must be requested in writing upon the submission of the preliminary condominium (See Section 42-864).

Comments:

(See Required Improvements and Design Standards – Chapter 42, Article 5, Division 4)
(See Section 42-866 regarding fees, assessments and other charges.)