

APPROVAL REQUIREMENTS

For Survey Plat Recording

- Address all comments in survey plat comment letters.
- Pay review fee.
- If a forest conservation plan is required, it must be recorded with the plat and included with the sheet index. Forest conservation approval block shall be shown on the title sheet.
- 911 addresses must be assigned; Street names must be approved, if applicable.
- If applicable, major subdivision plats must be approved by Planning Commission. Approval block shall be shown on the Plat title sheet.
- Provide all applicable draft deed of easements for review.

For Site Plan approval:

- Address all comments in preliminary engineering comment letters.
- Pay review fees.
- Provide plan to County Planning & Zoning Department for forest conservation review and approval.
- Provide plan to County Soil Conservation District for review and approval. Soil Conservation District approval block shall be shown on title sheet.
- Subdivision/ Resubdivision/ Easement plat must be recorded or submitted for signatures & recording.
- Provide all applicable draft deed of easements for review.
- 911 addresses must be assigned; Street names must be approved, if applicable.
- Provide M&I and PWA for final signatures and recording.

For Grading permit issuance:

- Apply for Grading Permit and satisfy all permit requirements.
- Site Plan approved.
- Soil Conservation approved (Approval block shall be shown on site plan title sheet).

For Building Permit issuance, all of the above items, and:

- Apply for a Building Permit and satisfy all permit requirements.
- Pay Inspection fee.
- Traffic Control Plan approved.
- M&I and PWA must be recorded.
- Subdivision/ Resubdivision plat recorded.
- Submit Surety, Cash Bond or Letter of Credit.
- Submit 2 paper copies of the final site plan along with a PDF copy and a ACAD copy.
- If applicable, provide Fee-in-Lieu, Infrastructure Reimbursement Fees and/or improvement cost shares.

For Infrastructure PreConstruction Meeting, all of the above items, and:

- Shop drawing approval.
- Submit construction schedule.
- Submit contractor contact sheet.
- MDE Authorization received and MDE Precon held, if applicable.