

City of Farmington Hills, Planning Office  
 31555 W. Eleven Mile Road  
 Farmington Hills, MI 48336-1165  
[www.fhgov.com](http://www.fhgov.com), (248) 871-2540 Fax: (248) 871-2451

## Subdivision of Land – Plat Application

PLAT NO: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

TENTATIVE APPROVAL OF PRELIMINARY PLAT REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-38)		Planning Office Use
1.	<b>Proof of Ownership: Title Insurance or Purchase Agreement</b>	
2.	<b>Eight (8) copies of Preliminary Plat &amp; One (1) electronic copy sent by email to: <a href="mailto:egardiner@fhgov.com">egardiner@fhgov.com</a>.</b>	
3.	<b>Fifteen (15) reduced 11" x 17" copies of Plat</b>	
4.	<b>Three (3) copies of Tree Survey</b>	
5.	<b>Two (2) copies of Tree Survey Superimposed on Plat</b>	
6.	<b>Eight (8) copies of Open Space Plan (if applicable), &amp; Fifteen (11 x 17)</b>	
7.	<b>One Cost Estimate for Open Space Plan (if applicable)</b>	
8.	<b>Application Fee: \$ _____ Engineering Fee \$ 135.00 + \$ _____ /lot or acre Acres/Lots: _____ (contact the Planning Office for fee's)</b>	<b>Fee:</b> _____
9.	<b>Conventional Plat _____ Open Space Plat _____ (additional fee)</b>	

### SITE CHARACTERISTICS

NAME OF SUBDIVISION: \_\_\_\_\_ PARCEL#:23- \_\_\_\_\_

LOCATION OF PARCEL: \_\_\_\_\_

PARCEL SIZE: \_\_\_\_\_ # OF LOTS: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

### THE PROPERTY IS OWNED BY:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\* Signature of Owner: \_\_\_\_\_

### APPLICANT:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicants interest in property (if other than the owner).  
 \_\_\_\_\_

\* Signature of Applicant: \_\_\_\_\_

### TENTATIVE APPROVAL BY PLANNING COMMISSION:

DATE APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

(School board acknowledgement \_\_\_\_\_)

FINAL APPROVAL OF PRELIMINARY PLAT REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-39)		Planning Office Use ( <input type="checkbox"/> )
1.	Letter to Director of Planning & Community Development requesting to be placed on City Council Agenda.	
2.	Six (6) copies of revised Preliminary Plat (if revised).	
3.	Two (2) copies of Superimposed Tree Survey (if revised).	
4.	Six (6) copies of revised Open Space Plan (if revised), Fifteen (15) 11" x 17"	
5.	One (1) Cost Estimate for Open Space Plan (if revised).	
6.	Approval of Required Authorities to be submitted to Planning Office:	
	(a) County Water Resources Commission	
	(b) County Road Commission	
	(c) County Plat Board	
	(d) Department of Environmental Quality	
	(e) Department of Transportation	
	(f) County Health Department	

**FINAL PRELIMINARY APPROVAL BY CITY COUNCIL:**

DATE APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

FINAL PLAT APPROVAL REQUIREMENTS FOR SUBMITTAL (City Code Chapter 27, Section 27-40)		Planning Office Use ( <input type="checkbox"/> )
1.	Letter to City Clerk requesting to be placed on City Council Agenda.	
2.	One (1) copy of Mylar of the Final Plan.	
3.	Four (4) paper copies of Final Plat.	
4.	Route sheet of Government Agency approvals.	
5.	Letter of approval from City Attorney.	
6.	Letter of approval from Engineering.	
7.	Mylar fee: \$ _____	
8.	Monuments: \$ _____	
9.	Stakes: \$ _____	

**FINAL PLAT APPROVAL BY CITY COUNCIL:**

DATE APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_