



IRA TOWNSHIP
 7085 Meldrum Rd
 Fair Haven, MI 48023
 Phone: (586) 725-0263
 Fax: (586) 725-8790

**APPLICATION FOR CONDOMINIUM
 SUBDIVISION APPROVAL**

Date: _____
 Application No: _____
 Review Fee: \$ _____

_____ **Preliminary Approval** _____ **Final Approval**

NAME OF DEVELOPMENT: _____

Applications for Condominium Subdivision Approval must include all applicable information required by Article 6.0, Section 6.1 (Site Plan Review) of the Ira Township Zoning Ordinance and the applicable submission requirements of the Ira Township Subdivision Ordinance.

APPLICANT'S NAME: _____ ADDRESS: _____

CITY: _____ ZIP: _____ PHONE: _____ Email: _____

If you are not the legal owner, state your basis of representation (Engineer, Attorney, Site Planner, Landscape Architect, option purchaser, etc.): _____

PROPERTY TAX IDENTIFICATION NO: _____

COMPLETE LEGAL DESCRIPTION (Use opposite side or attach separately).

COMMON DESCRIPTION OF PROPERTY OR ADDRESS, IF ISSUED: _____

ACRES: _____ BUILDING SITES: _____ MINIMUM SIZE: _____

EXISTING ZONING: _____ SURROUNDING PROPERTY: _____

DRAWINGS PREPARED BY: _____

ADDRESS: _____

The applicant is required to attend all meetings at which the proposed plat is discussed. A recommendation may or may not be made at the meeting when this is presented to the Planning Commission.

The undersigned authorizes the members of the Planning Commission and any employees of the building department to enter upon the described premises to visually inspect the proposed site before and after any hearing scheduled for this application.

ACTION:

- Approved
- Denied

Date: _____

 Applicant's Signature (date)

 Legal Owner's Signature (if not applicant) (date)

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CONDOMINIUM SUBDIVISION PROCEDURES

The intent of these procedures is to ensure that all condominium subdivisions are developed to conform to accepted planning and engineering standards applicable to similar forms of development in Ira Township.

The Condominium Subdivision process requires two approvals: Preliminary and Final. The requirements for each phase of the review process are summarized as follows:

Preliminary Plan Review

1. The applicant submits thirteen (13) copies of the completed application and plan, a PDF copy of all forms and plans, and the application fee at least forty (40) days prior to the next regularly scheduled Planning Commission meeting.
2. All plans submitted for Planning Commission approval shall meet all applicable submission requirements of Section 6.1 of the Ira Township Zoning Ordinance and the Ira Township Subdivision Ordinance.
3. Copies of the plans are submitted to the Township Engineer and Township Planner to determine compliance with all applicable Township requirements.
4. The applicant shall submit the plans to the School District and to all applicable County and State review agencies. Evidence of such submittal shall be in the form of a transmittal letter.

Final Plan Review

1. Upon receiving Preliminary Plan Approval, the applicant shall prepare engineering plans for all proposed improvements, including all roads utilities and storm water drainage. A copy of the Master Deed is also required prior to the Final Preliminary Plan approval.
2. Final plans shall be reviewed by the Township Attorney, Township Engineer, and Township Planner to determine compliance with all applicable Township requirements.
3. Evidence of transmittal to all applicable County and State review agencies shall be provided.
4. The Township shall require inspections of any appropriate improvements. As-built drawings and a PDF file shall be submitted to the Township after construction.
5. Building permits shall not be issued until all improvements are inspected and approved the Township Engineer.