

Oakland County
Michigan
Register of Deeds
Plat Engineering, GIS, & Remonumentation Dept.
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Requirements
Needed for
Final Condominium Approval

No.	General Requirements.
1	Condominium Plans shall be attached to Master Deed as Exhibit "B" [R 559.401 (1)]
2	Signature and Seal of Architect, Surveyor, or Engineer for each Sheet. [R559.401 (2)]
3	Name and Address of Project and Name and Address of firm responsible for preparation of each sheet. [R559.401 (1)]
3a.	More than one individual can prepare different parts of the same condominium subdivision plan. [R559.401 (1)]
A	Cover Sheet
1	Name and Location of Project (must agree exactly with the Master Deed. [R559.402 (a) (i)]
2	Prescribed wording as indicated in Section 66 (3) of the Act for assignment of a Condominium Subdivision Plan by number by the Register of Deeds(if first phase) [R559.402 (a) (ii)]
3	Prescribed wording stating the exhibit letter or number as used in the Master Deed. [R559.402 (a) (iii)]
4	Name and Address of developer (must be exactly as written in Master Deed. [R559.402 (a) (iv)]
5	A complete and accurate written property description (this shall include acreage amount and "Rec. As" bearing and distances. [R559.402 (a) (v)]
6	A comprehensive Sheet Index [R559.402 (a) (vi)]

B	Survey Plan
1	Surveyor's Certificate [R559.402 (b) (ii)]
2	All easements and encroachment's, of benefit or burden, (dimensions and identified) [R559.402 (b) (ii)]
3	Easements shall be established where necessary on access roads which provide access to the proposed condo. (When joint use of an access road the condo is intended, an agreement for maintenance shall be established.) [R559.407 (j)] A thoroughfare which is proposed to be dedicated to the municipality, county, or state shall be designated on the condo plans as "proposed dedication" [R559.413]
4	All property boundaries complete with bearings, distances, and curve data necessary to completely traverse the parcel or parcels. (Show acreage amount). [R559.402 (b) (iii)]
5	All property corners properly monumented. [R559.402 (b) (iv) and .407]
6	A Survey Benchmark shown by symbol and described with its elevation referenced to an official Benchmark of the National Geodetic survey or USGS. (Must be within 200 feet of property) Identification of adjoining parcels and or waterways. [R559.402 (b) (v)]
7	Identification of all contiguous properties or waterways. [R559.402 (b) (vi)]
8	In the case of expandable condominium projects, all and on which the balance of the project may be located shall be shown- complete the bearings, distances, and curve data, identified as "PROPOSED FUTURE DEVELOPMENT" (above to be shown in relationship to the phase being submitted). [R559.402 (b) (vii)]
9	All boundary and lot lines must be solid and continuous lines. [R559.402 (g) (iv)]
10	Location Map with relationship to the surrounding area. [R559.402 (b) (viii)]
C	Flood Plain (if applicable)
1	Location of all condominium buildings and improvements. [R559.402 (c) (i)]
2	Flood Plain shall be shown within a contour line as established by DEQ [R559.402 (c) (ii)]
3	Flood Plain line shall be shown to the point where it intersects with the boundaries of the condominium project or to its limits, whichever is greater, and be dimensional to the nearest foot from the street or traverse line. [R559.402 (c) (iii)]

C	Flood Plain (if applicable)
4	Contours over the entire project shown at 2 foot intervals. [R559.402 (c) (iv)]
5	Flood Plain must be clearly labeled with the words “flood plain area”. [R559.402 (c) (iv)]
6	A common element or a condo unit, other than a campsite or marina unit, shall not be constructed where it may be reasonably calculated that the structure will be damaged by flooding. Where the proposed condo project is within a flood plain, the administrator may require a statement from a registered engineer that the subject property is not in apparent, present or future danger of flooding, including an explanation of the factors leading to that conclusion. [R559.402 (c) (v)]
D	SITE PLAN
1	Specific location of all property corners, condominium buildings or units and improvements by a coordinate system established in the form of latitudes and departures in the North-South and East-West directions from an established point- preferably a property corner. [R559.402 (d) (i)]
2	Relationship of the condominium units to the condominium property boundaries by either showing 2 coordinates on the same line, on the corners of the building or unit, or by 1 coordinate on the building or unit and by a bearing related to the true meridian or a previously established meridian. [R559.402 (d) (iii)]
3	In the case of site Condos, show unit envelope if applicable, and square footage. [R559.402 (d)]
4	Show all General and Limited Common Elements including bearings, distances and curve data. [R559.402 (d) (iv)]
5	All structures and improvements shown on the buildings shall be labeled either “must be built” or need not be built”. [Section 66 (2) (j) and R 559.401 (3)]
E	Utility Plan
1	Show all applicable utility lines: [R559.402 (e) (i)] Gas Electric Water Telephone Storm/Sewer Misc.
2	Legend stating the source from which the location information was obtained. [R559.402 (e) (ii)]
3	Show location and identify all meters [R559.402 (e) (iii)]
4	Size of each utility line. [R559.402 (e) (iv)]

E	Utility Plan
5	All utilities shown on the drawings shall be labeled either “must be built” or “need not be built”. [Section 66 (2) (j) and R559.401 (3)]
F	Miscellaneous
1	All drawings must be to scale. [R559.401 (4) (a)]
2	All text must be mechanically drawn not less than 0.14 inches high (NO FREEHAND). [R559.401 (4) (b)]
3	Must be drawn on 24” x 36” size final drafting quality paper. [R559.401 (4) (c)]
4	Top shall be either 24 or 36 inches high in length with the binding margin on the top or left side. [R559.401 (4) (d)]
5	Binding margin shall be 2 inches- all other sides shall be ½ inch. [R559.401 (4) (f)]
6	The north arrow shall be placed on the top or left hand side of the page. [R559.401 (4) (f)]
7	Each sheet shall be labeled consecutively beginning with the number one (1). The use of suffixes such as A, B, C shall only be acceptable when adding supplemental sheets after initial recording. [R559.401 (4) (g)]
8	Lot of platted subdivisions which fall within the project boundary shall be shown by dashed lines and dotted numbers. [R559.401 (4) (h)]
9	Platted subdivisions which fall contiguous to the project boundary shall be shown by solid lines and numbers. [R559.401 (4) (h)]
10	Indicate scale of each drawing by means of a graphic scale bar. [R559.401 (4) (h)]
11	Show the name of the condominium project on each sheet agreeing exactly with the name used in the Master Deed. [R 559.401 (4) (j)]
12	Use match lines when the survey plan, site plan, utility plan, floor plan, etc. when such plans are shown on more than one sheet. [R559.401 (4) (k)]
13	All signatures must be original and in black ink [R559.401 (4) (l)]
14	Include composite plan to show relationship of the various sheets to each other when more than 3 sheets are required to do a survey, site, utility, or flood plan. [R559.401 (4) (m)]

15	Each sheet shall be identified as PROPOSED DATED _____ Or AS BUILT DATED _____ [Section 66 (2) (j) and R559.401 (4) (n)]
16	All required monuments not placed before the date of the Surveyors Certificate shall be noted in said certificate accordingly to reflect non-placement of monuments and a date by which they will be placed. (Not to exceed one year) [R559.407 (g)]
17	The relative error of closure shall not exceed 1:5,000 units. [R559.407 (h)]
18	The bearings shall be expressed in the relation to the true meridian or a previously established meridian or a bearing and a statement by the surveyor on the survey plan shall state the source of the information used in obtaining the bearings outlined. [R559.407 (j)]
19	Units shall be numbered consecutively beginning with the number 1 through the entire project. [R559.408 (a)]
20	Units with a multi-phase development shall be numbered consecutively throughout all phases or amendments. [R559.408 (b)]
21	Same number may not be used in the same project. [R559.408 (c)]
22	Unit numbers shall be shown within the area of the ownership for that unit. [R559.408 (d)]
23	Vertical boundaries must be shown for each unit in a building condominium project. (Show typical section of condo). [Section 66 (2) and R559.401 (g) (ii)]
G	Floor Plan
1	Show all structures and the specific location of each condo unit in the project, which shall be by a system of dimensional descriptions and angle measure. [R559.402 (f) (i)]
2	Show each floor of each building, including all general and limited common elements and approximate size. [R559.402 (f) (ii)]
3	Show all unit boundaries by a heavy black line. [R559.402 (f) (iii)]
4	Show area of each unit. [R559.402 (f) (iv)]
5	List the number assigned to each unit. [R559.402 (f) (v)]

6	If a portion of a building is optional, proper labeling as “must be built” and “need not be built” [R559.401 (3)]
H Section Drawings	
1	Show the required number of views necessary to accurately identify the vertical boundaries of the unit. [R559.402 (g) (i)]
2	Dimension all vertical boundaries as referenced to an elevation established at any floor, based on the natural geodetic vertical datum as stated. [R559.401 (4) (b)]
3	Show all general and limited common elements. [R559.402 (g) (iii)]
4	Show all unit boundaries by a heavy black line. [R559.402 (g) (iv)]
I Amendments and Replats	
	Each Condominium Subdivision Plan may be amended to reflect changes in the boundaries of condominium units, or in the addition or elimination of condominium units, which are constituted as a “replat” as specified in Section 67 of the Act. An amendment may also reflect changes in the boundaries of the land, correction of errors, as-built plans, and changes in common elements. Changes will be made according to the following: [R559.410]
1	Each revised sheet shall be re -dated. [R559.410]
2	The sheets being replaced and any new sheets shall be indicated in the sheet index. [R559.410]
3	If an amendment or replat is prepared by a different professional other than the original preparer, and the different professional does not intend to take full responsibility for the entire sheet, that sheet shall not be excluded or amended out of the complete set of plans. The items that the amending professional is responsible for shall be clearly indicated on that amendment. [R559.410]
J Superseding Consolidating Subdivision Plan	
	Upon completing and recording the last phase of a multi-phase project, the Superseding Consolidated Subdivision Plan shall be prepared. [R559.409]
K As-Built Condominium Subdivision Plans	
	Not later than one year after the completion of construction of all buildings and improvements represented on the proposed Condominium Subdivision Plans, the developer shall cause an architect, engineer, or surveyor to prepare as-built drawings depicting the project as constructed. Each sheet of the as-built Condominium Subdivision Plans shall be labeled “as-built” dated” and the notations representing the project as proposed shall be removed. [R559.411 (1) and (2)]