

2013

Oakland County
Michigan
Register of Deeds
Plat Engineering, GIS, & Remonumentation Dept.
Ph: (248)-858-1447
Fax (248)-858-7466

Requirements Needed for Final Plat Approval

No.	General Requirements.
1	Routing Sheet signed and dated by all approving agencies <i>(Not required for Court Order Amended Plat)</i>
2	One of the following: (a) Abstract of Title, (b) Policy of Title Insurance, or (c) Attorney's opinion based on the Abstract of Title (Document shall not be over 90 days old) Per Section 245 of Act 288 For Court Order Amended Plat, true copy of recorded judgment, recorded at Register of Deeds.
3	Restrictions when applicable \$14.00 first page \$3.00 every page thereafter check to be made out to Oakland County Register of Deeds.
4	Twenty Dollar (\$20.00) Recording fee made out to Oakland County Register of Deeds for plat recording purposes.
5	Plat engineering fee for the examination and inspection of Plats by the Plat Board, payable to Oakland County Register of Deeds shall be: \$200.00 for plats containing 1 to 20 lots, both inclusive, and for plats containing more than 20 lots, the fee shall be \$200.00 plus \$5.00 for each lot not over 20, not to exceed \$600.00. Fees for outlots shall be treated the same as a regular lot. Effective as of December 17, 1970. <i>(Not required for Court Order Amended Plat)</i>
6	Michigan State Plat Review Fee is \$150.00 per plat plus \$15.00 for each numbered lot over 4 included in plat. Effective June 27, 1991. Check must be made payable to State of Michigan. (Cashiers or Certified check).
7	SEPARATE CHECKS ARE REQUIRED FOR ITEMS 3 THRU 6
8	Plat Boundary Closure Sheet
9	Michigan Department of Health, Michigan Department of Natural Resources (Water Quality Division), sewer and water permits must be submitted for plats that will be served by the Municipal Sewer and Water Systems (copies). <i>(Not required for Court Order Amended Plat)</i>
10	Proof of Surety is needed for Municipality where Surety has been placed with Municipality for Monument and Lot stake installation, sewer and water installation, or any other purpose. <i>(Not required for Court Order Amended Plat)</i>
11	Letter of Plat approval is required from the Oakland County Health Department where their approval is necessary. <i>(Not required for Court Order Amended Plat)</i>
12	Copy of Planned Unit Development Agreement (when required for the subdivision). <i>(Not required for Court Order Amended Plat)</i>

13	Original Plat Mylar's [R 560.104]
14	4 sets of blue line prints (true copies of final plat) and 4 certified true copies to be sent to the State. Total of 8 sets of true copies, 4 for County and 4 Certified for State.
15	If lot width and area requirements for residential lots as set forth in this act have been waived under Section 560.186, a copy of the Municipalities Subdivision Control Ordinance shall be submitted, if not done previously. <i>(Not required for Court Order Amended Plat)</i>
16	County Plat Board Certificate shall include all four names of the County Plat Board members written exactly as shown on cover page. <i>(Not required for Court Order Amended Plat)</i> Michael J. Gingell, Oakland County Chairman of the Board. Lisa Brown, Oakland County Clerk / Register of Deeds. Andrew E. Meisner, Oakland County Treasurer. Joseph C. Kapieczak, P. S. Oakland County Plat Engineer.
17	Agreements of notification of Re-Platting; Section 560.104 (if required)
18	Copy of Co-Partnership Agreement as filed with the Oakland County Clerks office shall be forwarded to the final plat when required. <i>(Not required for Court Order Amended Plat)</i>
19	On final plats prepared by an engineer: provide a letter or a boundary survey by a L.L.S. stating that he/she established the boundary for the subdivision.
20	Proprietor shall submit 1 copy of the preliminary plat to the County Plat Board per (560.119 Sec.119) <i>(Not required for Court Order Amended Plat)</i>
21	The Plat caption on each plat sheet must contain: A, The name of the plat B, The quarter section where section is located C, The number of the section where plat is located D, The name of the Municipality E, The name of the state F, Town and Range [R560.133 a-d]
22	The Surveyor's Certificate must include: A, Surveyor's statement that I have surveyed, divided and mapped the land shown on The plat B, Full name of the plat C, Quarter Section D, Section number E, Town and Range F, Municipality name G, County name H, State name I, A full description of the boundary

	<p>J, Amount of acreage contained in a plat K, Amount of lots and parks contained in a plat L, Lot numbers contained in a plat such as (Lots 1 to 10 both inclusive) M, Name and address of firm N, Signature of Surveyor O, Name printed under signature with registration number P, Surveyor's Seal</p> <p>[R 560.134 a-h]</p>
23	<p>Proprietor's Certificate: A, Name and address of the Proprietors B, Proprietors signatures, printed name and title under signature C, Two witnesses signatures, name printed under signature D, Acknowledgement, Notarized</p>
24	<p>Treasurer's Certificate; Signature must not be over 1 year old, and date of approval <i>(Not required for Court Order Amended Plat)</i></p>
25	<p>County Drain Commissioner's Certificate, and date of approval <i>(Not required for Court Order Amended Plat)</i></p>
26	<p>County Road Commissioner's Certificate when required, and date of approval <i>(Not required for Court Order Amended Plat)</i></p>
27	<p>Municipality Certificate and date of approval. <i>(Not required for Court Order Amended Plat)</i></p>
28	<p>County Plat Board Certificate shall include all four names of the County Plat Board members. <i>(Not required for Court Order Amended Plat)</i></p>
29	<p>Recording Certificate.</p>
30	<p>All sheets must contain the following: Seal and Signature of surveyor. Vicinity Map. North Arrow. Scale Bar. Plat Legend.</p>
31	<p>Adjacent boundary of plat must be depicted as unplatted when land is unplatted or platted when the name of the plat along with its Liber and Page with location of plat lines, lot numbers, and plat name shown in dashed lines and text.</p>
32	<p>Plat must tie into at least 2 GLO corners, centers of sections are not GLO corners.</p>
33	<p>Each GLO corner must be labeled and be provided with the L.C.R.C. recording Liber and Page.</p>
34	<p>Point of Beginning must be labeled.</p>
35	<p>Section and Quarter lines must be labeled.</p>
36	<p>All road widths must be at least 60 ft. wide.</p>
37	<p>All road lines and curves must be provided with complete bearing and distances or curve data to accurately close the traverse of each said road.</p>
38	<p>Lots: Must be numbered in sequence.</p>

	Each must have public utility easements. Each lot must have complete bearing and distance or curve data to accurately close the traverse of each said lot.
39	Curve data legend must contain all of the following: Curve number. Radius. Arc length. Chord bearing. Chord distance. Delta.
No.	Minimum Drafting Standards R560.112
1	The purpose of this rule is to establish minimum standards for preparation of plats to ensure their quality and legibility.
2	When preparing a plat, the surveyor shall do all the following:
a	Use Engineer's scale to prepare the plat drawing sheets. The scale shall be stated and represented by a bar scale on each drawing sheet, and shall not be more than 100 feet to 1 inch.
b	Use lettering not less than .10 inch high.
c	Make the top and bottom 24 inches in length with the binding margin at the left. The binding margin shall be 1.5 inches with all other margins being 0.5 inches as prescribed in the act.
d	Place the general direction "north" toward the top or left-hand side.
e	Provide a space 3 inches by 5 inches on the last sheet for the approval to be affixed by the Department of Labor and Economic Growth.
f	Number each sheet sequentially, beginning with number 1. Each sheet shall be identified as " Sheet ___ of ___ ". When only 1 sheet is necessary, it shall be identified as " Sheet 1 of 1 ". When the plat drawing requires the use of multiple sheets, the surveyor shall use match lines and do the following:
i	Prepare all sheets with north oriented the same
ii	Avoid splitting along road rights-of-way. Split along rear or side lot lines where practical.
iii	Bearings and distances shall not be shown beyond the match line.
iv	Include an index key.
v	A match line note, adjacent to and generally aligned with the match line shall identify adjoining sheets.
g	Place a statement of any restriction on access to a lot or lots imposed by the agency with jurisdiction for the road or roads to which access is restricted, if applicable, adjacent to the lots restricted.
h	Place a vicinity map or location sketch showing the location of the proposed subdivision in relation to the surrounding area on each drawing sheet and shall be oriented the same as the drawing. The vicinity map or location sketch shall also show the section, private claim, or name of tract which the plat lies.
i	Show the caption at the top of each sheet of the plat. The caption shall contain the information prescribed in the act. The words "addition", "extension", or "replat" shall not be used in the plat name or caption, except on an amended plat when included in its proper name.

j	Indicate the overall bearings and distances of the plat boundary lines, showing them outside the boundary line. The point of beginning shall be labeled and its position relative to the nearest government corners clearly identified. A traverse closure sheet of the plat boundary shall accompany the final plat. A traverse closure sheet shall be a forward computation using the bearings and distances of the plat boundary and shall include acreage to the 1/10 of an acre and relative error of closure.
k	Place the recording information for the government corners of the plat, copies of the land corner recordation certificate filed pursuant to 1970 PA 74 MCL 54.201 to 54.210d, may be requested by a reviewing agency.
l	Express all boundary and lot distances to 2 decimals with all bearings expressed in degrees, minutes, and seconds.
m	Report distances to physical features such as water of flood plain line to 1 decimal or to the nearest foot.
n	Draw the boundary of the plat using a heavier line weight than used to show the lot lines.
o	Show the boundary as a continuous line.
p	Not divide a lot by a street, road, alley, walk, other grounds, or another lot. If a lot is divided by a corporate line, the location of the corporate line shall be indicated by dimensions in each municipality.
q	If a plat abuts or it divided by a corporate line, locate the corporate line by dimensions on the plat boundary and each lot line it intersects. The name of each municipality shall be labeled along the corporate line in its respective side.
r	Describe each excepted parcel by bearings and distances and shall label each "not included in this plat"
s	Not include in 1 plat parcels not having a common border.
t	If the lots are not served by both public sewer and public water, designate the "front" of the lot under either of the following conditions.
i	Lots have frontage on 2 roads
ii	Lots have frontage on road and water.
u	Identify each road, street, alley, walk, park, and other ground and the name of each road, street, park, and other ground in the plat in prominent letters. Each road, street, alley, walk, park, and other ground not dedicated to the public shall be clearly labeled "private"
v	Affix a note on each drawing sheet that references a covenant or restriction which is required to be recorded for plat approval. The note shall provide space for the recording reference, departmental quality, health department, an agency having jurisdiction of the roads.
w	Affix surveyor's seal and original signature, in durable pigment based black ink to each sheet.
x	Show bearings and distances for each lot line. The arcs distance or chord distance shall be shown on curvilinear lot lines. Bearings may be shown once along a continuous line. The sum of the individual lot distances shall agree with the total length of the continuous line.
y	Show curve data defining any curvilinear line on the plat on the sheet where the curve appears. A curve which is part of the plat boundary shall show the curve data adjacent to it. Data for all curves in the interior of the plat may be shown in the curve data box. Each curve in a curve data box shall be numbered and a corresponding number placed on the plat. Minimum curve data shall include the

	chord bearing and length, the radius, the central angle, and the arc length. The curvilinear measurements of the curve segments may be either arc or chord distances.			
z	Where additional clarity is necessary, use a separate detail drawing at an appropriate scale. Detail drawings shall be properly referenced to the drawing on the plat.			
aa	Show all information identifying status of adjacent lands shown by dashed or dotted letters, numbers, and lines as follows:			
	i	Identifying adjoining subdivisions by name and recording information. Individual lot lines, lot numbers, together with street names, and widths shall be shown for each adjoining lot and street.		
	ii	Identifying adjoining condominiums by name, county condominium subdivision plan number (OCCP), and recording information.		
	iii	Identifying all roads, streets, alleys, walks, or state trunk lines that adjoin the plat by name and total width.		
	iv	Identify by name, railroads that adjoin the plat.		
	v	Label as unplatted land adjoining the plat that is not in a subdivision or condominium.		
	vi	Label all streets, roads, alleys, parks, or other grounds not dedicated to public use as "private"		
bb	Intermittent watercourse or drainage ditch, or a portion thereof, within a plat intended to serve as a drainage facility or a part of a drainage facility shall be shown on the plat and an easement provided for drainage purposes.			
cc	Water's edge.			
	i	When a plat is bounded by a lake, river, stream, or a drain with continuous flow, the bearings and distances of a closing intermediate traverse, extending across the plat so that it intersects the sidelines of the shore lots; the dimensions of the sidelines of the shore lots from the street line to the traverse line, and the distance from the traverse line, and the distance from the traverse line to the water's edge as found at the time of the survey; distances along the traverse line between its intersections with the sidelines of the lots; the location of monuments at all angle points of the intermediate traverse; surface elevations of the lake on the date of the survey; and any floodplain information required by the act or by rule adopted by the Michigan Department of Environmental Quality. All lots extending to the water's edge shall be noted accordingly on the plat. The proprietor's and surveyor's certificates shall include a statement, as appropriate, as follows: "that the plat includes all land to water's edge"; or "lots ___ to ___ inclusive include all lands to water's edge"; or "lot areas embracing any waters of the (name of the lake, river, stream, or drain) are subject to the correlative right of the other riparian owners and the public trust in these waters"; or "lots ___ to ___ extend to the thread of the stream subject to the correlative rights of the other riparian owners and the public trust in these waters."		
	ii	If the proprietor intends to retain possession of the area between the intermediate traverse and the water's edge, a statement to that effect shall be noted on the plat.		
dd	In addition to the following abbreviations, up to 4 abbreviations may be used if completely spelled out in the legend. All other words shall be spelled out on the final plat.			
	Avenue	Ave	Private	Pvt
	Boulevard	Blvd	Radial	R
	Court	Ct	Radius	R
	Easement	Esmt	Railroad	RR
	East	E	Range	R
	Government	Gov't	Recorded	Rec
	Highway	Hwy	Reference Monument	Ref. Mon
	International Great Lakes Datum	IGLD	Right of Way	R/W or ROW
			Road	Rd

Liber	L	Sanitary	San
Land Corner Recordation Certificate	LCRC	Section	Sec
Maintenance	Maint	South	S
Monument	Mon	Southeast	SE
National Geodetic Vertical Datum	NGVD	Southwest	SW
North	N	Street	St
Northeast	NE	Subdivision	Sub
Northwest	NW	Surface Drainage	Surf. Drn.
Number	No	Thence	Th
Page	P	Town	T
Point of Beginning	POB	Township	Twp
		Utility or Utilities	Util
		West	W

ee	All easements including public utility easements shall be shown as follows:		
i	Easements shall be labeled private, in accordance with the act.		
ii	Easement labels shall include the purpose of the easement.		
iii	Labels of recorded easements shall include the liber and page of the document creating the easement and a copy thereof shall accompany the final plat.		
iv	The sidelines of easements shall be shown using a dashed or dotted line type.		
v	Easements shall be located by dimensions as follows:		
	A	The width of an easement shall be shown.	
	B	Where the sideline of an easement is used for location, it shall be dimensioned to the nearest lot corners along the intersected lot lines and to each angle point in the sideline of the easement. If the easement centerline is used to locate the easement, the centerline shall be clearly located by dimension and labeled.	
	C	If a detail is necessary, in addition to the plat drawing, to clearly locate the easement by dimension, the detail shall be properly referenced to the drawing and the drawing shall reference the detail sheet.	
vi	If public utilities are to be installed In the road right-of-way, a written acknowledgement shall be obtained at the time of the filing of the plat from each public utility whose lines are installed or to be installed an shall accompany the final plat.		