CONDOMINIUM REVIEW

Oakland County MI. Plat Engineering/Validation

Documentation Checklist	Incl.	N/A
GENERAL REQUIREMENTS **[R 559.401]**		
CONDOMINIUM PLANS SHALL BE ATTACHED TO MASTER DEED AS EXHIBIT "B" **[R 559.401 (1)]**		
• Seal and Signature of Architect, Surveyor, or Engineer for each sheet. (Only licensed surveyor may sign and seal survey sheet. **[R 559.401 (2)]**		
• Each sheet shall contain the name of the Condominium along with the name and address of the firm responsible for preparation of the sheet. **[R559.401 (2)]**		
• More than one individual or firm may prepare different parts of the same Condominium Subdivision Plan. **[R559.401 (1)]**		
• All structures and improvements in the drawings shall be labeled either "Must Be Built" or "Need Not Be Built" **[R559.401 (3)]**		
• Be drawn on sheets measuring 24 inches by 36 inches. **[R559.401 (4) (c)]** (reduced copy 8 ½ by 11 attached to recordable Master Deed. **[R559.415]**		
COVER SHEET **[R559.402 (a)]**		
• The Name and Location of the Project shall agree exactly with the Master Deeds. **[R559.402 (a) (i)]**		
• Prescribed wording as indicated in section 66(3) of the act for assignment of a condominium subdivision plan number by Oakland County Register of Deeds **[R559.402 (a) (ii)]**		
• Prescribed wording stating the exhibit letter as used in the Master Deed. **[R559.402 (a) (iii)]**		
• The Name and Address of the Developer **[R559.402 (a) iv)]**		
• A complete and accurate written property description, Matching the written legal in the Master Deed **[R559.402 (a) (v)]**		
• A comprehensive sheet index. (numerical only, no alpha. / Only Replats and Amendments may use alpha suffix) **[R559.402 (a) (vi)]**		
SURVEY PLAN **[R559.402 (b)]**		
• Surveyor's Certificate (make sure certificate is for Oakland County) **[R559.402 (b) (i)]**		
• All easements and encroachments, weather of benefit or burden dimensioned and identified. (may be shown on another sheet) **[R559.402 (b) (ii)]** o Allowable Easement Legal Descriptions: ▪ Bearing and Distance ▪ Liber/Page of Recorded Easement. ▪ Centerline Description. ▪ Coordinate System. ▪ Written Legal. ▪ If paradelle; offset information.		
• All property boundaries complete with bearings, distances, and curve data necessary to completely traverse the parcel or parcels. (This only applies to boundary of Condominium) **[559.402 (b) (iii)]**		
• All property corners monumented as prescribed in **[R559.407 (1) (a)]**. **[R559.402 (b) (iv)]**		
• A survey benchmark shown by symbol or location described in note, described with its elevation referenced to an official benchmark of the National Geodetic Survey of the United States Geological Survey, which is based on a nation geodetic vertical datum model. **[R559.402 (b) (v)]**		
• Identification of all contiguous properties or waterways. **[R559.402 (b) (vi)]**		
• In case of expandable condominium projects, all land on which the balance of the project may be located shall be shown, complete with bearings, distances, and curve data, proposed as future development. This land shall be shown in relationship to the phase currently submitted. **[R559.402 (b) (vii)]**		
• A location map of the project with its relationship to the surrounding area. **[R559.402 (b) (viii)]**		
• Shall only be signed and sealed by a PROFESSIONAL LICENSED LAND SURVEYOR.		
FLOODPLAIN PLAN **[R559.402 (c)]**		
• The Location of all condominium building and site units, and improvements. **[R559.402 (c) (i)]**		
• The Floodplain shall be shown within a contour line as established **[R559.402 (c) (ii)]**		
• The Floodplain contour line shall be shown to a point where it intersects with boundaries of the condominium project or to its limits, whichever is greater, and be dimensioned to the nearest whole foot from the street or traverse line. **[R559.402 (c) (iii)]**		
• The contours over the entire project shown at 2-foot intervals. **[R559.402 (c) (iv)]**		

SITE PLAN **[R559.402 (d)]**		
• Specific location of all property corners (Condominium Boundary), condominium buildings and/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 and established point. Preferably a property corner. **[R559.402 (d) (i)]**		
• All coordinate values referenced to either the Michigan coordinate system, prescribed by Act No. 9 of the Public Acts of 1964, being SS 54.231 to 54.239 of the Michigan Compiled Las, or to a city coordinate system, if one exists, or to a monument set during the survey, if such coordinate systems have not been established. **[R559.402 (d) (ii)]**		
• The relationship of the condominium unit to the condominium boundaries by either showing 2 coordinates on the same line, as prescribed in **[R559.402 (d) (ii)]** on 2 corners of the building or unit, or by 1 coordinate on the building or unit corner, and by a bearing related to the true meridian or a previous established meridian which should coordinate with the boundary of the condominium. *(For Site Condominium Units in Oakland County; bearing and distances for all unit boundary lines provided, if possible)* **[R559.402 (d) (iii)]**		
• Identify all Units, GCE & LCE and approximate size **[R559.402 (d) (iv)]**		
UTILITY PLAN **[R559.402 (e)]**		
• All utility lines for gas, electricity, water, stream, telephones, storm sewer, sanitary sewer, or services of similar nature. **[R559.402 (e) (i)]**		
• Legend or statement stating the source from which the location information was obtained. **[R559.402 (e) (ii)]**		
• The size of the various utility lines. **[R559.402 (e) (iv)]**		
FLOOR PLAN **[R559.402 (f)]**		
• All structures and the specific location of each condominium unit in the project, which shall be by system of dimensional descriptions and angle measurements. (if no angle given at deflection point, then 90 degree shall be assumed.) **[R559.402 (f) (i)]**		
• Each floor of each building, including all GCE and LCE and approximate size **[R559.402 (f) (ii)]**		
• Each unit's boundary clearly distinguishable by a heavy solid black line. **[R559.402 (f) (iii)]**		
• Area of each condominium unit. (Square Footage or Square Acreage) **[R559.402 (f) (iv)]**		
• A number assigned to each unit. (Plan may show unit range for each floor plan type.) **[R559.402 (f) (v)]**		
SECTIONS (Building Elevations) **[R559.402 (g)]**		
• The required number of views necessary to accurately identify the vertical boundaries of the condominium units. **[R559.402 (g) (i)]**		
• Dimensioned all vertical boundaries as referenced to an elevation established at any floor, based on a National Geographic Vertical Datum. **[R559.402 (g) (ii)]**		
• Show all General and Limited Common Elements. **[R559.402 (g) (iii)]**		
• Each unit's boundary clearly distinguished by a heavy solid black line. **[R559.402 (g) (iv)]**		
DRAFTNG REQUIREMENTS **[R559.401]**		
• Be drawn to scale **[R559.401 (4) (a)]**		
• Lettering and numbering shall be mechanical lettering not less than 0.14 inches high **[R559.401 (4) (b)]**		
• Be drawn on sheets 24 inches by 36 inches **[R559.401 (4) (c)]**		
• North arrow **[R559.401 (4) (f)]**		
• Lots of platted subdivisions which fall within the project boundary shall be shown by dashed lines and dotted numbers. Platted subdivisions which fall contiguous to the project boundary shall be shown by solid line and numbers **[R559.401 (4) (h)]**		
• Graphic Scale Bar **[R559.401 (4) (i)]**		
• Sow the name of the condominium on each sheet, agreeing exactly with he name used in the Master Deed **[R559.401 (4) (j)]**		
• Use match lines when the survey plan, site plan, or floor plans are shown on more than 1 sheet. The symbol for match lines shall be different from those used for property line or utility lines [**R559.401 (4) (k)]**		
• Include a composite plan, to show the relationship of the various sheets to each other, when more than 3 sheets are required to do a survey, site, floodplain, or utility plan **[R559.401 (4) (m)]**		
• Each sheet shall be identified as "Proposed Dated_____" or "As-built Dated_____" **[R559.401 (4) (n)]**		
• Monuments shall be placed and symbolized at all major boundary corners **[R559.407 (a)]**		
• Relative error of closure of the surveyed land shall be not more than the ratio of 1 part in 5,000 **[R559.407 (h)]**		
• The bearings shall be expressed in relation to the true meridian or a previously established meridian or bearing, and a statement by the surveyor on the survey plan shall state the source of information used in obtaining the bearings outlined **[R559.407 (i)]**		
• Easements shall be established where necessary on access roads which provide access to the proposed condominium. **[R559.407 (j)]**		
• Each unit within a proposed condominium project shall be numbered consecutively, beginning with the number 1, throughout the entire project. **[R559.408 (a)]**		

Easements [R559.413] • A thoroughfare which is proposed to be dedicated to the municipality, county, or state shall be designated on the condominium subdivision plan as "Proposed Dedication." An easement providing adequate ingress and egress over the proposed dedication shall be provided and shown on the condominium subdivision plan in all cases, unless the road was dedicated before recordation of the Master Deed or subject Amendment. An easement required for establishment and operation of a condominium project, weather for benefit or burden, shall be recorded before recordation of the Master Deed or subject Amendment. Description of the easement may be made by reference to the liber and page number where it is recorded. However, the easement shall be drawn on the survey plan and shall conform to the description recorded. **[R559.413]** Also see **Survey Plan [R559.402 (b) (ii)]**		
Amendments and Replats [R559.410] • Each condominium subdivision may be amended to reflect changes in the boundaries of a condominium unit, or 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 boundaries of the land, correction of errors, as-built plans, changes in common elements. All changes in the originally recorded condominium plans shall be made in accordance with the following requirements **[R559.410 (1)]** • Each revised sheet shall be re-dated **[R559.410 (1) (a)]** • The revised sheets and cover sheet shall be recorded. **[R559.410 (1) (b)]** • The sheets being replaced, and any new sheets shall be indicated in the sheet index. **[R559.410 (1) (c)]** • An Amendment or a Replat to an originally recorded condominium subdivision plan may be prepared by the original land surveyor, architect, or civil engineer or any other such professional licensed to practice in Michigan. If a different professional, other than the original person, prepares the amendment or replat and 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 or re-platting professional is responsible for shall be clearly indicated in that amendment. **[R559.410 (2)]**		
Termination of Condominium Project [R559.109] • Termination of a Condominium Project. **[R559.150]** [**R559.151]** **[R559.173 (3)]** **[R559.191 (1)]** • No engineering review of Termination Document.		