



# COUNTY OF OTTAWA

## CLERK / REGISTER OF DEEDS

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**Justin F. Roebuck**  
County Clerk / Register of Deeds

**Sherri A. Sayles**  
Chief Deputy Clerk

**Rachel A. Sanchez**  
Chief Deputy Register of Deeds

Exhibit B

RE Plat Board Submissions

August 4, 2016

Dear sir or madam,

The Ottawa County Plat Board has adopted a new policy regarding submission of plats. Any proprietor requesting documentation review by the Plat Board must have all proper documentation verified by the Clerk of the Plat Board. To qualify for Plat Board review at the Tuesday meeting, all verified documentation **must be received by 9:00 AM the Monday prior to the regularly scheduled Plat Board meeting.** Any submissions received after 9:00 AM Monday will be held for the next subsequent meeting. In the event a meeting falls on any day other than Tuesday, all submissions are due by 9:00 AM the day before the scheduled meeting. This new policy is effective immediately.

The process for final approval of a plat is as follows. Once the plat has been examined and approved by the county Plat Board, it is forwarded to the State of Michigan for final approval. According to our calculations, the minimum processing time the state requires to examine and approve plat submissions is no less than 30 days. Amendments to legislation of MCL 600 2567, which take effect October 1, 2016, will increase recording fees to \$30.00. However, due to the examining times required by the state, **the Ottawa County Plat Board will be collecting the \$30.00 fee effective September 1, 2016.** Our goal is to minimize processing delays of plat submissions, due to insufficient payment.

We appreciate your understanding and patience as we transition to comply with the amended legislation [MCL 600 2567]. If you have any questions, please feel free to contact our office at (616) 994-4510.

Sincerely,

Justin F. Roebuck  
Ottawa County Clerk/Register of Deeds