

Ottawa County Plat Board Rules

Ottawa County Plat Board Policies and Procedure for Review and Approval of Plats Under Act 288 of the Public Acts of 1967 the Subdivision Control Act of 1967

Preliminary and final approval of all plats shall be considered at the regular bimonthly meetings (MCL 560.168(2)) of the County Plat Board. The date and place of said meetings shall be determined by the members of the Plat Board (see scheduled posted on miottawa.org).

The County Plat Board is composed of the Board Chair, who shall act as chairman; the County Clerk/Register of Deeds, who shall act as Secretary, and the County Treasurer (MCL 560.102 (r)).

All such meetings shall be official meetings of the Ottawa County Plat Board and all discussions and proceedings shall be held under the organization of said Board and in compliance with Act 267 of the Public Acts of 1976, the Open Meetings Act.

Any interested party, member of a governing body involved, owner of the land to be platted and the surveyor or engineer in charge of a subject plat is invited to attend the Plat Board meetings.

Approval of preliminary and final plats shall be conditioned upon compliance with the provisions of the Subdivision Control Act of 1967.


When final plats are submitted they shall be accompanied by:

1. The filing and recording fee of \$20.00 (paid to the Clerk/Register of Deeds Office);
2. Completed traverse closure;
3. Health Department approval of any restrictions;
4. A separate recording fee payable to the Clerk/Register of Deeds for recording of the approved restrictions;
5. A title policy, dated not more than 30 days prior to submission of the plat, stating that all owners of record (and of any unrecorded ownership interest) have joined in boundaries of the proposed subdivision.


Final plats will be submitted to the Secretary of the Plat Board upon final approval by the appropriate governing body and payment of the prescribed fees. A majority of the Plat Board shall, within 15 days of the date of receipt of the plat, review the same for conformance to all provisions of the Act and certify their approval on all copies, or reject the plat and notify the proprietor in writing of the reasons therefore when returning the plat, also sending a copy of the notification to the Clerk of the appropriate governing body (MCL 560.241).

See full rules attached.

Dated this 18 day of January 2023



Joe Moss, Chairperson, County Board Chair



Justin F. Roebuck, Secretary, County Clerk/Register of Deeds



Amanda Price, County Treasurer

Ottawa County Plat Board Rules and Regulations

Meetings

The Plat Board shall meet in regular session, on every other Wednesday at 3:00pm local time (see schedule posted on miottawa.org), in the County Clerk/Register of Deeds conference room, 12220 Fillmore Street, Room 130, West Olive, beginning on February 1st, 2023 - unless otherwise noted, posted or announced.

Special meetings can be called at any time, or the regularly scheduled meetings cancelled, at the discretion of the Secretary. The fee for calling a special meeting is \$120.00, billed to the surveyor.

The Secretary shall take and record minutes of all meetings, which shall be a matter of public record, and in accordance with the Open Meetings Act.

A list of all meeting dates for the upcoming year shall be reviewed by the Plat Board at a December meeting to determine any conflicts with holidays, etc. This list shall then be given to the County Clerk/Register of Deeds for publishing. A copy of these dates shall be sent to the Surveyors/Engineers as listed in the local yellow pages of the phone directory and/or posted on the miottawa.org website.

System of Keeping All Related Papers and Minutes

The original minutes shall be kept in the office of the County Clerk/Register of Deeds' office. Copies of these minutes shall be distributed to the Chairman of the Plat Board and County Treasurer.

All related, non-recordable papers and maps shall be filed in the County Clerk/Register of Deeds' office.

Plat Board Meeting Minutes

The following is a suggested outline for keeping the minutes:

OTTAWA COUNTY PLAT BOARD Minutes of _____ Meeting

(Heading) The Ottawa County Plat Board was called to order at _____ on _____, _____ by _____.

Present:

Absent:

The minutes of the _____, _____ meeting were read and approved.

(Content) Suggest opening each paragraph by heading each with the name of a certain plat. Capitalize, bold and underline the heading of each paragraph. Describe action under each heading.

Any other business.

(Closing) There being no further business the meeting was adjourned.