



GCRC Subdivision Development Process

Subdivisions within Genesee County townships desiring public road status are required to be reviewed by the Genesee County Road Commission. Public road status also requires public storm sewer, which requires an acceptable storm water outlet to a county drain, regulated wetland with an outlet, or a natural watercourse under MDEQ control. Therefore, subdivision plans also require review by the Genesee County Drain Commissioner's office of Surface Water Management. If sanitary or watermain is proposed, the Water & Waste Services division of the Drain office is to also review the plans.

The "Requirements and Specifications for Proposed Plats" book discusses the specific development requirements. The following outline summarizes the road commission's subdivision development process.

Pre-Preliminary Plat/Site Plan:

Upon submittal of two sets of plat/site plan drawings, a pre-preliminary review will be performed. The site layout and road names will be reviewed. The trip generation and impact on the existing roads will be reviewed. A letter noting comments will be returned to the engineer of record and copied to the developer and township. Make this submittal before or at the same time as submittal to the Township.

Preliminary Plat/Site Plan:

Upon receipt of tentative Township preliminary plat/site plan approval from the engineer or developer, a preliminary review will be performed. Refer to the "Checklist for Preliminary Site Plans for Residential Development" for minimum requirements. A letter noting comments will be returned to the engineer of record and copied to the developer and township. When the preliminary plat/site plan has satisfactorily addressed the review comments, this office will recommend approval to the Board of County Road Commissioners. Upon approval of the Board, a letter of preliminary plat/site plan approval will be forwarded to the engineer of record with a copy of the approved preliminary plat/site plans. The developer and township are also copied on this letter.

The preliminary plat/site plan approval is valid for two years. At the end of two years a resubmittal may be made to extend the approval. Note that a valid approval is required for the preliminary plat/site plan in order for us to accept the subdivision's roads into the county local road system. If the project is a plat, an unexpired Township preliminary plat approval is also required.

Street and Drainage Plans (i.e. Construction Plans):

Once the preliminary plat/site plan has been approved, we will review construction plans. An initial submittal of two sets will be sufficient for the first review. Note that we will not review construction plans until the Board of County Road Commissioners has approved the preliminary plat/site plan. Plans received prior to preliminary plat/site plan approval will be held in abeyance and not be placed in the construction plan review queue.

With the first construction plan submittal, a \$250.00 plan review fee is required prior to our review. This fee is for up to three construction plan reviews. If plans are not approved by the third review, an additional \$500.00 review fee is required with each submittal until the plans are approved. This plan review fee is applicable to developments receiving preliminary plat/site plan approval on or after March 1, 2005.

The minimum information required for the construction plans is in the "Requirements and Specifications for Proposed Plats" and is summarized in the "Checklist for Construction Plans for Residential Development". A letter noting comments will be returned to the engineer of record and copied to the developer and township. When the construction plan information has satisfactorily addressed the review comments, the plans will be approved.

Prior to release of the approved plans, the remaining inspection, permit, and traffic control sign fees are required to be paid. The fees will be invoiced to the developer when the POB and POE road centerline stations are shown. Usually, the required information is shown on the initial set of plans and the invoice would be included with the first review.

One set of approved construction plans will be returned to the engineer of record. The developer, township and drain commissioner will receive a copy of the approval letter.

Upon approval of the construction plans, house numbers/addresses can be assigned by this office. Refer to the "Subdivision Address Assignment" sheet for minimum requirements.

Construction Inspection:

Inspection by GCRC staff is required. Refer to the "Subdivision Construction, Testing and Inspection Procedures" for minimum requirements. A final inspection is imperative and all punch list items must be addressed before we can proceed with the road acceptance resolution.

Road Acceptance Resolution:

Prior to the subdivision's roads being accepted into the local road system, a few more items need to be prepared and forwarded to our office. Refer to the "Acceptance of Roads into County System Checklist" for minimum requirements. Use either the "Platted" or "Non-Platted" development checklist in accordance with the specific subdivision type.

Upon acceptance of the items requested, a resolution for acceptance of the subdivision roads will be prepared for approval of the Board of County Road Commissioners. Until the Board of County Road Commissioners approves the resolution, subdivision roads are considered private roads.