

Wayne County, MI

Condominium Review Check List

LEGEND: (Y) PROVIDED, (N) NOT PROVIDED, (NA) NOT APPLICABLE

Item	Y	N	NA	Item Description	Comment
1				Condominium Subdivision Plan shall be attached to the Master Deed as an Exhibit.	
2				Each sheet shall bear the signature and seal of the Architect, Surveyor or Engineer who prepared that sheet. (Note: more than one such individual can prepare different segments of the same Condominium Subdivision Plan).	
3				Each sheet shall contain the name of the Condominium (Rule 102 states: name shall not "confuse or mislead") and the name and address of the firm responsible for the preparation of each sheet.	
4				COVER SHEET Sec. 66A; Sec. 67(2); Rule 402(a).	
5				The name and location of the Condominium Project (the name must agree exactly with the Master Deed).	
6				The following Note as per Sec. 66 (3) of the Act: ["The asterisk (*) as shown in the sheet index indicates new or amended drawings. These drawings are to replace or be supplemental to those previously recorded."] (Note not required on the Original Master Deed).	
7				Prescribed wording as indicated in Section 67(2) of the Act for Condominium Replats.	
8				Prescribed wording stating the exhibit letter or number as used in the Master Deed.	
9				Name and address of developer (this must be the same as in the Master Deed).	
10				A complete and accurate written property description (this shall include acreage amount and "Rec. as" bearings and distances when adjoining plattd property, if different).	
11				A comprehensive sheet index.	
12				Note on cover sheet: "This condominium subdivision plan is not required to contain detailed project design plans prepared by the appropriate licensed design professional. Such project design plans are filed as part of the construction permit application with the enforcing agency for the state construction code in the relevant governmental subdivision. The enforcing agency may be a local building department or the State Department of Licensing and Regulatory Affairs." 559.166 Sec. (2) a	
13				SURVEY PLAN Sec. 66 (b); Rules 402 (b) & 407.	
14				I (name of individual), professional land surveyor of the State of Michigan, hereby certify:	

Wayne County, MI

Condominium Review Check List

15				That the Subdivision Plan known as Wayne County Condominium Subdivision Plan No. _____ as shown on the accompanying drawings, represents a survey on the ground made under my direction (that there are no existing encroachments upon the lands and property herein described) or (that there are existing encroachments upon the lands and property described as shown).	
16				That the required monuments and iron markers have been located in the ground as required by rules promulgated under Section 142 of Act 59 of the Public Acts of 1978.	
17				That the accuracy of this survey is within the limits required by the rules promulgated under Section 142 of Act 59 of the Public Acts of 1978.	
18				That the bearings as shown, are noted on the survey plan as required by the rules promulgated under Section 142 of Act 59 of the Public Acts of 1978.	
19				(Date)	
20				That the survey plan shall be signed and sealed by the licensed professional surveyor preparing the boundary survey for the condominium project. Name of Professional Surveyor needs to be mechanically printed underneath the signature.	
21				(SEAL) (Firm name - if any) (Firm Address)	
22				All encroachments, of benefit or burden, dimensioned and identified.	
23				Easements that are created in the condominium documents or in other appropriate instruments shall be reasonably described in the condominium. The easements shall state the relevant restrictions and who can utilize the easement. Easements shall not be labeled proposed to avoid confusion on the creation of the easement.	
24				All property boundaries complete with bearings, distances and curve data necessary to completely traverse the parcel or parcels. Show acreage amounts.	
25				All property corners properly monumented. Show monument symbols on Survey Plan and provide a legend describing the types of monumentation set. See Rule 101(g), (h) and Rule 407 (a) through (g).	
26				A survey benchmark shown by symbol and described with it's elevation referenced to an official benchmark of the National Geodetic Survey of the United States Geological Survey (USGS). (Must be within 200 feet of the proposed site).	
27				Identification of adjoining parcels and/or waterways.	

Wayne County, MI

Condominium Review Check List

28				In the case of expandable condominium projects, all land on which the balance of the project may be located shall be shown complete with distances, bearings and curve data, identified as "PROPOSED FUTURE DEVELOPMENT" (above to be shown in relationship to the phase being submitted).	
29				Location map with relationship to surrounding area.	
30				All required monuments not placed before the date of the Surveyor's Certificate shall be noted in said Certificate accordingly to reflect nonplacement of monuments and a date by which they will be placed (not to exceed one (1) year. Rule 407 (g).	
31				The relative error of closure not to exceed 1:5,000	
32				The bearings shall be expressed in relation to the true meridian or a previously established bearing and a statement by the surveyor on the survey plan shall state the source of information used in obtaining the bearings. Rule 407 (I).	
33				FLOOD PLAIN PLAN Sec. 66 (c); Rule 402 (c)	
34				The location of all condominium buildings and improvements.	
35				The flood plain shall be shown within a contour line as established by the D.E.Q.	
36				The flood plain shall be shown to the point where it intersects with the boundaries of the Condominium project or traverse line.	
37				The contours over the entire project shown at 2 foot intervals.	
38				Flood plain area must be clearly labeled.	
39				SITE PLAN Sec. 66 (d); Rule 402 (d)	
40				The number assigned to each unit. Minimum 2 units required.	
41				Specific location of all property corners, condominium building or units and improvements by a coordinate system established in the form of latitudes and departures in North-South and East-West directions from an established point.	
42				The relationship of the condominium units to the condominium property boundaries by either showing two (2) coordinates on the same line, on the corners of the building or unit, or by one (1) coordinate on the building or unit and by a bearing related to the true meridian or a previously established bearing.	
43				Show all GENERAL Common Elements including bearings, distances and curve data.	
44				Show all LIMITED Common Elements, including bearings, distances and curve data. In case of site condos, show unit envelope and sq. ft.	
45				UTILITY PLAN Sec. 66 (e); Rule 402 (e)	
46				Show all lines for gas, electric, water, telephone, storm sewer, cable T.V. or services of a similar nature (Show all utility meters).	

Wayne County, MI

Condominium Review Check List

47			A legend stating the source from which the location information was obtained.	
48			FLOOR PLANS Sec. 66 (f); Rule 402 (f)	
49			GENERAL REQUIREMENTS Rule 401	
50			All structures and improvements shown on the drawings shall be labeled either "MUST BE BUILT" or "NEED NOT BE BUILT" (Site Plan)	
51			Drawn to scale	
52			All lettering and numbering shall be mechanical lettering not less than 0.14 inches high (Note: Freehand lettering is not acceptable).	
53			Drawn on sheets 24" x 36"	
54			Top shall be either 24 or 36 inches in length with the binding margin on the top or left side.	
55			Binding margin shall be 2 inches - all other sides 1/2 inch.	
56			North shall be placed toward the top or left hand side of the page	
57			Each sheet shall be labeled consecutively beginning with the number one (1). The use of suffixes such as A, B, C shall only be acceptable when adding supplemental sheets after the initial recording.	
58			Lots of platted subdivisions which fall within the project boundary shall be shown by dashed lines and dotted numbers.	
59			Platted subdivisions which fall contiguous to the project boundary shall be shown by solid lines and numbers.	
60			Indicate scale of each drawing by means of a graphic bar scale.	
61			Use match lines when the survey plan, site plan or floor plans are shown on more than one sheet.	
62			Include composite plan to show relationship of the various sheets to each other when more than 3 sheets are required for a survey plan, site plan, floor plan or utility plan.	
63			Each sheet shall be identified as "proposed dated ____" or "as build dated ____" (Note: the date shown here should be coincide with the dates in Items 6 and 19.	
64			IDENTIFICATION OF UNITS Rule 408.	
65			Units shall be numbered consecutively beginning with the number one (1) throughout the entire project.	
66			Units within a multi-phase development shall be numbered consecutively throughout all phases or amendments. The same unit number cannot be used in additional phases of the same project.	
67			Number of units stated in master deed.	
68			Percentage of value for each unit.	
69			Project equals 100 percent.	
70			CONSOLIDATING MASTER DEED PLAN (Rule 409)	

Wayne County, MI

Condominium Review Check List

71			AMENDMENTS AND REPLATS - each revised sheet shall be redated (Rule 410)	
72			"AS BUILT" CONDOMINIUM SUBDIVISION PLAN (Rule 411)	
73			REAL ESTATE RECORDING REQUIREMENTS.	
74			Original signatures with names mechanically printed beneath.	
75			Complete acknowledgment including signature of notary public with county of commission and expiration date.	
76			(Rule 415 - R559.415) All Exhibit "B" documents must be reduced to 8 1/2" by 14". Reductions can be reduced printouts or reduced copies. Since these documents will be scanned for record, copies must be clear, legible and not lose any of the detail of the original document. Signatures, dates and seals can be legible copies or original on the document. Basic white paper 20 pound or heavier weight is the preferred paper for recording, but mylar and photographic paper will be accepted.	
77			Dated dates.	
78			Name and address of individual drafter.	
79			Name and address of whom to return the document to.	