

**GENOA CHARTER TOWNSHIP  
ASSESSING DEPARTMENT  
2911 Dorr Road, Brighton, MI 48116  
Phone: 810-227-5225 Fax 810-227-3420**

**LAND DIVISION APPLICATION**

Approval of a land division or line change (Land Transfer) is required before the newly described parcel, or portion thereof, is transferred to another party. Applicants must answer all questions and include all required documents and fees, or this application will be returned as incomplete. Please send all completed applications and required documents to:

**Genoa Charter Township  
Assessing Department  
2911 Dorr Rd.  
Brighton, MI 48116**

[duffy@genoa.org](mailto:duffy@genoa.org)

Approval requires compliance with the Land Division Act (Public Act 591 of 1996 of the State of Michigan) and compliance with Genoa Charter Township Code of Ordinances.

**ADMINISTRATIVE FEES**

<b>Boundary Change</b>	<b>no charge</b>
<b>Land Division</b>	
<b>Preliminary Review**</b>	<b>no charge</b>
<b>Final Review</b>	<b>\$100.00 for the first 4 parcels</b> <b>\$25.00 for each additional split after</b>

\*\*Preliminary Review is an informal review of a proposed land division. Only a scaled drawing of the land division with building location is required for the review. Final review will require a survey and all other listed documents.

The Genoa Charter Township Ordinance codes are available on the township's website at [www.genoa.org](http://www.genoa.org)

**LAND DIVISION APPLICATION**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PARCEL/TAX ID # :** \_\_\_\_\_ **ZONING:** \_\_\_\_\_

**LAND DIVISION PROCEDURE**

**Application.** The applicant shall submit an application requesting to divide property including the information listed below.

**Review.** The Zoning Administrator shall review the request in consideration of the standards of Article 20 of the Zoning Ordinance, standards of the zoning district of the subject site and the Genoa Township Subdivision Ordinance. The Zoning Administrator shall not take action if any variances are needed until a decision has been made by the Board of Appeals. The land division application shall be approved within forty-five (45) days of a complete application being submitted.

**Approval.** The Zoning Administrator may approve the land division if all the standards of Sec. 20.05 "Standards for Review" are met. If the land division involves a private road, the request and site plan for the private road shall be submitted to the Planning Commission for review and approval. If the land division includes private roads or a shared driveway, the Township Attorney and Engineer shall review any easements, private road maintenance agreements and related documents.

**Recording.** If the land division is approved, the applicant shall provide the Zoning Administrator with documentation of the recording the land division by the Livingston County Register of Deeds.

**SUBMITTAL REQUIREMENTS**

Upon application, your submittal shall include all of the following to be considered complete:

- 1.) Owner.** The name and signatures of all owners of any legal or equitable interest in the property(ies), and their signatures.
- 2.) Survey.** A legal description and drawing of each parcel into which the property is to be divided prepared by a Registered Land Surveyor.
- 3.) Taxes.** The owner shall provide a "Certificate Of Paid Taxes". This can be obtained from the Livingston County Treasurer at a cost of \$5.00.

**4.) Special Assessments.**

Are there any special assessments on the parent parcel?       YES    NO

If yes, has the special assessment been paid in full?       YES    NO

Which new parcels should have the special assessment applied to it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5.) Deed Restrictions.** A statement indicating any restrictions or covenants which apply to or run with the land, having bearing upon the proposed division: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6.) Access/Sight Distance Review** Documentation from the Livingston County Road Commission stating the proposed lot(s) has adequate sight distance.

**7.) Septic and Well.** Documentation from the Livingston County Health Department on the suitability of the lot(s) to accommodate safe installation of a septic tank, reserve area and individual well if public utilities are not available. Locations must be shown on the survey/site plan.

**8.) Easement Rights.** For easements providing access for public utilities or services, an accurate legal description and drawing, prepared by a Registered Land Surveyor or Civil Engineer, shall be provided that includes recitation of the purpose of the easement with grant to the Township, its successors and assigns, in perpetuity, of the right to occupy and use such easement for installation, maintenance and operation of public utilities. For shared driveway easements, a maintenance agreement in recordable format shall be provided for review and approval by the Township Attorney.

**9.) Survey/Site Plan.** A survey and plan of the property to be divided, accurately drawn at a scale of not smaller than one inch equals one hundred feet (1" = 100'), prepared by a Registered Land Surveyor or Civil Engineer licensed to practice in the State of Michigan and showing at least:

A.) Topography at two (2) foot contour intervals extending to the opposite right-of-way line of any abutting street or highway and extending at least twenty-five (25) feet onto all abutting property.

B.) All existing buildings and structures on the site with dimensions and setbacks and buildings and structures located on abutting property within fifty (50) feet of the lot to be divided.

C.) For non-single family lots, existing access points within 150 feet of the lot frontage, including access points on the opposite side of the street.

D.) Boundaries of any water body or wetland, all woodlots which will not be disturbed by building construction and trees with a caliper of eight (8) inches or more which may be disturbed indicating size and species. Boundaries of any wetland which may be regulated by the Michigan

Department of Environment, Great Lakes, and Energy shall be illustrated, with supporting documentation by a qualified wetland consultant.

- E.) Boundaries of all proposed divisions, with complete dimensions and area of each proposed resultant parcel.
- F.) Proposed easement locations, with dimensions.
- G.) Proposed setback limits within which principal structure and auxiliary buildings shall be confined on such parcel (building envelope), with dimensions.
- H.) Locations of septic and well locations as approved by the Health Department.

**AFFIDAVIT AND PERMISSIONS:**

Please read the following statement carefully before signing.

- I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void.
- I agree to give permission for officials of Genoa Township to enter the property involved in this application for purposes of inspection, to verify the information on the application is correct, at a time mutually agreed upon with the applicant.
- Further, I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right.
- Further, I agree to comply with the conditions and regulations provided with this parent parcel or parent tract division.
- Further, I understand that the Land Division/Transfer application may take up to 45 days to be processed. Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other Genoa Charter Township liens charged/billed during this period paid by the appropriate party.
- Finally, even if this division is approved, I understand the local zoning ordinances and State Acts change from time to time, and if changed, the divisions made **MUST** comply with the new requirements (i.e., apply for division approval again).

**CERTIFICATION:**

**The owner of the property must sign below. Agents may not sign on the behalf of the owner unless proof of power of attorney is provided. If multiple parcels are involved under separate ownership, the owners of all involved parcels must sign below.**

\_\_\_\_\_  
**Signatures of Property Owner(s)**

\_\_\_\_\_

\_\_\_\_\_  
**Printed Name of Property Owner(s)**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**TOWNSHIP REVIEW AND APPROVAL  
THIS PAGE FOR OFFICE USE ONLY.**

**ASSESSOR APPROVAL:** \_\_\_\_\_

**TOWNSHIP MANAGER APPROVAL:** \_\_\_\_\_

ARE THE PARCELS IN A MUNICIPAL WATER DISTRICT: \_\_\_\_\_ IF YES, WHICH DISTRICT: \_\_\_\_\_  
NUMBER OF WATER REU'S ALLOCATED OR COST TO CONNECT: \_\_\_\_\_

ARE THE PARCELS IN A MUNICIPAL SEWER DISTRICT: \_\_\_\_\_ IF YES, WHICH DISTRICT: \_\_\_\_\_  
NUMBER OF REU'S ALLOCATED OR COST TO CONNECT: \_\_\_\_\_

**TREASURERS OFFICE APPROVAL:** \_\_\_\_\_

HAVE SPECIALS BEEN PAID OFF? YES \_\_\_\_\_ NO \_\_\_\_\_  
HAVE TAXES BEEN PAID? YES \_\_\_\_\_ NO \_\_\_\_\_

**UTILITY OFFICE APPROVAL:** \_\_\_\_\_

ARE UTILITIES UP TO DATE? YES \_\_\_\_\_ NO \_\_\_\_\_

**APPLICATION APPROVED:** YES \_\_\_\_\_ NO \_\_\_\_\_ DATE: \_\_\_\_\_

**PARCEL NUMBERS:**

**PARENT PARCEL:** \_\_\_\_\_  
(PREVIOUS PARENT PARCEL IF KNOWN: \_\_\_\_\_)

**NEW PARCEL NUMBERS:**


**COMMENTS:**

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