ASSESSOR'S DATE STAMP

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

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

Land Division Resulting in two parcels	$400
Additional parcel after two	$100
Combination	$200
Additional parcel after two	$25
Boundary Change	No Charge
Preliminary Review	No Charge

**Preliminary Review is an informal review of a proposed land division. Only a rough 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

LAND DIVISION APPLICATION

OWNER NAME: _____ **DATE:** _____

OWNER ADDRESS: _____

SITE ADDRESS (IF APPLICABLE): _____

TELEPHONE: _____ **EMAIL:** _____

PARCEL #: 4711-_____ **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 Zoning 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:** A certificate of paid taxes from the Livingston County Treasurer shall be provided for all parcels.

☐ **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:** 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.

- * Statutory Recording Requirements in accordance with Michigan Compiled Laws: 2 ½" margin at the top of the first page an 1/2" on the remaining sides and additional pages. MCLA 565.201 Sec 3, Sec 1(f)

☐ **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 Charter 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) Signatures of Property Owner(s)

_____ _____

Printed Name of Property Owner(s) Printed Name of Property Owner(s)

Date:_____ 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: _____

TREASURER APPROVAL: _____

HAVE SPECIALS BEEN PAID OFF? YES_____ NO_____
HAVE TAXES BEEN PAID? YES_____ NO_____
IS THE PARCEL ENROLLED IN ACH PAYMENTS? YES_____ NO_____

UTILITY DIRECTOR APPROVAL: _____

ARE UTILITIES UP TO DATE? YES _____ NO_____ N/A_____

APPLICATION APPROVED: YES_____ NO_____ DATE**:** _____

PARCEL NUMBERS:

PARENT PARCEL: _____

PREVIOUS PARENT PARCEL (IF KNOWN): _____

NEW PARCEL NUMBERS:

COMMENTS: