

ERIE TOWNSHIP LAND DIVISION/COMBINATION APPLICATION

ERIE TOWNSHIP HALL
2065 Erie Road PO Box 187
Erie, MI 48133

All applications for land division or combination in the Township of Erie must be in compliance with the Township Land Division Ordinance and any and all other applicable Zoning Ordinances, and with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.

You MUST answer all questions and include all required documents or the application will be returned until you can provide all documents and a completed application. Erie Township cannot make any determination on a land division or combination without full application being made to the Township. You may wish to consult with an attorney or planner, engineer, surveyor or other professional to ascertain compliance with the above mentioned Public Acts and Township Zoning Ordinances in this application.

Attached is the Erie Township Land Division/Combination Application. The entire application must be filled out and *all owners' signatures must be on page 6*. The application, as submitted, shall comply with items 7, A thru K, on page 4 of the application.

The completed application with all required attachments shall be submitted to the Township Assessor accompanied by the required processing fee and any escrow fees that may apply. Upon completion of the review by the Township Assessor, Building Official, Zoning Administrator and/or any other Township Consultant, as may be required (Attorney, Engineer, Planner, etc.), the Township Assessor will inform the applicant of the final approval or denial. *The Township will approve or deny all applications within forty-five (45) days from receipt of a completed application.*

If the application is approved, the Township Assessor will process the division/combination on the next year's assessment roll. The applicant will be supplied with parcel numbers upon request. The descriptions and parcel numbers will be in effect for the following tax year.

For Example: If division request is in calendar year 2020, the new parcels will not be on the assessment or tax roll until the 2021 assessment and tax year.

If the application is denied, the applicant will receive a letter stating that the application has been denied and it will list the reason(s) for denial. Any person aggrieved by the decision within 30 days of said decision, may appeal the decision to the governing body designated by the Township Board. That governing body shall consider and resolve such appeal by a majority vote of said board at its next regular meeting or session affording sufficient time for a 20 day written notice to the applicant of the time and date of said meeting and appellate hearing.

The Township and its officers, employees and designee's shall not be liable for approving a land division/combination if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities or otherwise.

This application is for a: **Split** **Combination**

1. Location of parent parcel(s) to be split or combined (attach extra pages if needed)

ADDRESS 1 _____

ADDRESS 2 _____

PARENT PARCEL I.D. NUMBER 1 _____
(Twelve digit parcel number from tax bill)

PARENT PARCEL I.D. NUMBER 2 _____

CURRENT ZONING _____

2. Legal description of Parent Parcel(s) (attach extra pages if needed)

3. Property Owner Information

Names _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

4. Applicant Information (if different than property owner)

Contact Persons Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (_____) _____

Describe the Division(s)/Combination(s) being proposed:

1. Number of new parcels _____

2. Intended Use (Residential, Commercial) _____

3. The Division of the parcel provides access to an existing road by: (Check one)

_____ Each new division has frontage on an existing road

_____ A new public road. Proposed road name _____
(Road name cannot duplicate an existing road name)

_____ A new private road easement.
Proposed road name _____
(Road name cannot duplicate an existing road name)

4. (A) Write here or attach a legal description of the new road, easement or shared driveway (attach extra pages if necessary).

5. (B) Write here or attach a legal description for each proposed new parcel including the remainder parent parcel(s) (attach extra pages if necessary).

6. (A) Future Divisions that might be allowed but not included in this application

(B) The number of future divisions being transferred from the parent parcel(s) to another parcel _____

Identify the other parcel _____

(See section 109(2) of the statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute).

7. DEVELOPMENT SITE LIMITS

Check each that represents a condition which exists on the parent parcel(s).

- a) _____ Is in a DNR-designated critical sand dune area.
- b) _____ Is riparian or littoral (it is a river or lake front parcel).
- c) _____ Is affected by a lake (Michigan High Risk Erosion) setback.
- d) _____ Includes a wetland.
- e) _____ Includes a beach.
- f) _____ Is within a flood plain.
- g) _____ Includes slopes more than twenty-five percent (A 1:4 pitch or 14 degree angle) or steeper.
- h) _____ Is on muck soils or soils known to have severe limitations for on-site sewer systems.
- i) _____ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils.
- j) _____ Includes an easement for ingress or egress to or from another parcel.

8. ATTACHMENTS (All attachments must be included) Letter each attachment as shown here.

1: A survey - sealed by a professional surveyor at a scale of _____(insert scale) of proposed division(s)/combination(s) of parent parcel(s).

OR

2: A map/drawing to scale of _____(insert scale) of proposed division(s)/combination(s) of parent parcel(s) and the forty-five (45) day time limits waived. Upon tentative approval, approved final surveys will need to be submitted. Sign here to waive (requires all owners signatures).

A. THE SURVEY OR MAP MUST SHOW:

1. Current boundaries (as of March 31,1997) AND
2. All previous divisions made after March 31, 1997(indicate when made or none) AND
3. The proposed divisions AND
4. Dimensions of the proposed divisions AND
5. Existing and proposed road/easement rights-of-way AND
6. Easements for public utilities from each parcel to existing public utility facilities AND
7. Any existing improvements (buildings, wells, septic systems, driveways, etc.) and their distances from any newly created parcel lines AND
8. Any of the features checked in question number 7 (page 4)
9. Original seal and signature of surveyor.

B: A soil evaluation or septic system permit approved by the Monroe County Health Department is required for each proposed parcel. Alternately, documentation is required to indicate that each proposed parcel is currently or will be serviced by a public sewer system.

C: A potable water well permit approved by the Monroe County Health Department is required for each proposed parcel. Alternately, documentation is required to indicate that each proposed parcel is currently serviced by a public water system or will be serviced by a public water system.

D: Documentation of approval or permit from County Road Commission, MDOT, or respective city/village street administrator is required for each proposed new road, easement or shared driveway.

E: Copy of any transferred rights (1090(4) of the Act) in the parent parcel is required.

F: A fee of **\$50.00 and an additional \$25.00 per resulting parcel including remaining parent parcel(s):**

G: Other (please list) _____

IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, etc) which are on the parent parcel(s) or indicate NONE. (Attach extra pages if necessary).

AFFIDAVIT and permission for municipal, county, and state officials to enter the property for inspections: I agree the statements made above are true and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division or combination. Further, I agree to give permission for officials of the municipality, county and State of Michigan to enter the property where this parcel division/combination is proposed for purpose of inspections to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division or combination which conveys only certain rights under the applicable local division ordinance, the local zoning ordinance and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et.seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction, or other property rights.

Finally, even if this division/combination is approved, I understand zoning, local ordinances and State Acts change from time to time and if changed, the division/combination made here must comply with the new requirements (apply for approval again) unless deeds, land contracts, leases or surveys representing the approved division/combination are recorded with the Register of Deeds or the resulting parcel(s) are built upon before the changes to laws are made.

PROPERTY OWNER(S)

SIGNATURE _____ DATED: _____

SIGNATURE _____ DATED: _____

SIGNATURE _____ DATED: _____

PLEASE TAKE NOTICE

Any newly created parcels of land may be subject to a **SPECIAL CONNECTION FEE**. If your Land Division Application is approved and the property you are dividing is in a Special Assessment District, you or potential buyers will have to pay a **SPECIAL CONNECTION FEE OF \$7,000** in the district where your property is located when you request to tap into the water line for **each newly created parcel of land**. Please contact the Treasurers Department if you have questions in regards to any Special Connection Fees your property may be subject to.

I have read the above notice and understand that if the property that I am dividing is in a water special assessment district, I or any new owners may be responsible for any Special Connection fees that may become due and payable if and when a water tap is requested.

Property Owner Signature

Property Owner Signature (if applicable)

APPLICANT CHECKLIST:

- Completed application
- All property owners' signatures on the application
- Proof of fee ownership (Deed)
- Proof of all due and payable taxes or installments of special assessments pertaining to land proposed to be divided/combined are paid in full
- Attached original copy raised seal Survey signed and stamped
- Legal descriptions attached of all proposed parcels and remaining parent parcels
- A fee of \$50.00 plus \$25.00 per number of new parcels to be created paid to Erie Township
- History of previous divisions
- Proof on no mortgage on parcel(s) to be split or combined by way of clear title work within the last 30 days
- Information on transfer of division rights, if any
- Release from Mortgage Company on property or portion of property to be split/combined if there is a mortgage on the property
- Attachment of variance granted by the Zoning Board of Appeals or Township Board if applicable
- For a newly created parcel of one (1) acre or less, a soil evaluation or septic system permit for each proposed parcel prepared by the Monroe County Health Department, if applicable
- For a newly created parcel of one (1) acre or less, an evaluation/indication of approval or a well permit for potable water for each proposed parcel prepared by the Monroe County Health Department, if applicable

All approved land combinations/divisions will be required to submit new deeds with new parcel numbers and new legal descriptions within 90 days of approval or the approved land combination and/or division will be null and void.

Deeds are to be filed at the Monroe County Register of Deeds office. Please provide Erie Township with a copy.

CHECKLIST FOR ERIE TOWNSHIP PERSONNEL

- APPLICATION RECEIVED IN OFFICE _____
- INCOMPLETE APPLICATION RETURNED TO APPLICANT _____
- COMPLETED APPLICATION RECEIVED IN OFFICE _____
- REQUIRED FEE'S RECEIVED IN OFFICE _____
- EVIDENCE OF TITLE OF OWNERSHIP _____
- ALL OWNERS SIGNATURES _____
- ASSESSOR DETERMINATION OF SPLITS AVAILABLE _____
- ANY PREVIOUS SPLITS AND WHEN _____
- SUVREYS AND LEGALS SUBMITTED FOR ALL PARCELS _____
- ROAD ACCESS TO ALL PARCELS _____
- MEETS THE DEPTH TO WIDTH RATIO _____
- MEETS MINIMUM FRONTAGE AND LOT AREA REQUIREMENTS _____
- MORTGAGE RELEASE OR TITLE WORK SHOWING NO MORTGAGE _____
- TAXES AND SPECIALS PAID _____
- APPLICATION PACKET FORWARDED TO ENGINEER/TOWNSHIP ATTORNEY FOR REVIEW
IF APPLICABLE _____
- APPLICATION PACKET AND COMMENTS RECEIVED FROM ENGINEER/ATTORNEY WITH
RECOMMENDATION _____
- OTHER _____
- ZONING ADMINISTRATOR/BUILDING OFFICIAL REVIEW _____
- FINAL APPROVAL OR DENIAL SENT TO APPLICANT _____

***THIS PAGE IS RESERVED FOR TOWNSHIP PERSONNEL
FINAL APPROVAL IS DETERMINED BY THE ERIE TOWNSHIP ASSESSOR***

DIVISION TRACKING SHEET

APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____

TAX CODE: _____

(Parent Parcel(s))

NUMBER OF SPLITS/COMBINATIONS: _____

DATE REVIEWED BY ZONING ADMINISTRATOR/BUILDING OFFICIAL:

SIGNATURE: _____

RECOMMENDED FOR APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: _____

DATE REVIEWED BY ASSESSOR: _____

SIGNATURE: _____

FINAL APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: _____
