



Township Use Only

LD #: _____
Date: _____
Fee Paid: _____
Current taxes paid: YES NO

Land Division, Combination or Reconfiguration Application

Division

Combination

Reconfiguration

Project Representative

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Email: _____

Property Owner

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Email: _____

Design Professional

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ Email: _____

Description of Proposal:

Location of Property: _____ Zoning District: _____ Net Acreage: _____

Property ID Number(s) for all affected properties: _____

Application Signature

The project representative indicated above must sign this application. All correspondence and notices regarding the plans will be transmitted to the project representative. By signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his/her knowledge. This application is not valid unless it is accompanied by a review fee in accordance with the fee schedule as adopted by the Board of Trustees.

Legal Owner: _____ (Signature / Date) _____ (Print Name)

Project Representative: _____ (Signature / Date) _____ (Print Name)

*Copy of deed, title and/or option to purchase must be provided at time of application. If application involves more than one parcel, authorization from each property owner must be provided.

LAND DIVISION, COMBINATION or RECONFIGURATION APPLICATION
The Charter Township of Northville

SUBMISSION REQUIREMENTS - TO BE COMPLETED BY APPLICANT

This checklist is provided as a general guide. Please reference Chapter 170, Article 34, Land Division, Combination or Reconfiguration. The applicant should also review Chapter 72, Design and Construction Standards for detailed submission requirements.

REQUIREMENTS	PROVIDED	NOT APPLICABLE
General Information		
Three (3) copies of plan/PA 132 Boundary Survey		
Digital copy of legal description in WORD format for existing parcel and each resultant lot		
Site location map		
Proof of ownership or authorization from the landowner		
Copy of most recent tax bill for each affected parcel(s), verifying all taxes have been paid		
Median lot area within 500' of the subject parcel		
Plans sealed by a civil engineer or registered land surveyor, licensed to practice in the State of Michigan		
Documentation from Wayne County for the installation of well and septic		
DTE Energy Land Split Application (copy) – Original to be mailed to DTE		
Plan Information		
Name, address and professional seal of person who prepared the plan		
The legal description of the existing parcel and each resultant lot(s)		
Dimensions and area of each resultant lot, exclusive of public R.O.W. or easements		
Location of existing structures. If the structures will be retained, the setbacks from property lines and easements must be identified		
Existing access points within 150' adjacent to, or across the street from, the subject parcel		
Features of special interest (streams, public drains, ponds, wetlands, etc.)		
Woodland replacement requirements per Article 23, Tree and Woodland Replacement (For trees to be removed for construction of a private driveway or private road)		
Location, purpose and legal description for all existing and proposed easements		
Road design information per Article 28 (Private Roads)		
Easement and private road maintenance agreements		
Documentation of any variances granted by the ZBA		

Review Process

1. Applications are reviewed and approved administratively by Township staff. Typically, review letters will be returned to the project representative within three (3) weeks of the submittal. The letters will indicate whether the plan is approved or if additional information/revisions are necessary.
2. If applicable, applicant revises the proposal per review comments and resubmits three (3) copies. Upon compliance with Township requirements, administrative approval will be granted.
3. If the request includes a private driveway or private road, the easement and maintenance agreements must be approved by the Township Board of Trustees. These items will be placed on the Board agenda after the land division/combination/reconfiguration has been administratively approved and the easement and maintenance agreements are reviewed and acceptable to the Township attorney and engineer. Applicant will need to establish an escrow for the attorney review.
4. Applicant is responsible for recording the new property configuration and any easements or maintenance agreements with Wayne County. A recorded copy must be provided to the Township to complete the process.

LAND DIVISION, COMBINATION or RECONFIGURATION APPLICATION

The Charter Township of Northville

Michigan Department of Treasury L-4260

3273 (9-97)

Filing is mandatory

NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND

Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997)

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the City or Township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	3. Date of Transfer of Right to make a Division
3. City/Township/Village Where Real Estate is Located ____ City ____ Township ____ Village		<u>PIN</u> , this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description		
6. Name of Owner of Parent Parcel or Parent Tract	Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

THE FOLLOWING QUESTIONS MUST BE ANSWERED.

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:
 YES **NO**
If the YES box was checked, go to Question 2. If the NO box was checked, go to Question 3.
2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?
Enter number here: _____
3. Were there any unallocated divisions transferred to the newly created parcel?
 YES **NO**
If the YES box was checked, go to Question 4. If the NO box was checked, go to the signature area of the form.
4. How many unallocated divisions were transferred to the newly created parcel? _____

Certification

I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is not the owner, print name and title

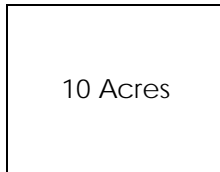
Instructions

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a portion to create a parcel 2 ½ acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.

Parent Parcel

Before Sale



After Sale



The owner of the parent parcel who sold the 2 ½ acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 ½ acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.

For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.

Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or Township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

- (a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 tp 560.293? If so, how many?"
- (b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"

LAND SPLIT APPLICATION



Please complete and return your application to DTE Energy, at the Regional Center address listed below.

(For DTE Energy to fill in)

Work Order _____

Date Received _____

Return Address: DTE Energy SW Planning and Design, 8001 Haggerty Road, Belleville, MI 48111-1601

Contact Name & Number: Susan M. Campian @ 734.397.4083

E-mail address: campians@dteenergy.com

Property Owner's Name: _____

Current Address: _____ Phone Number _____

Name of person to be contacted in case of questions _____

Daytime Phone Number: _____ E-mail address: _____

Property/Tax I.D. # _____

City/Township/Village: _____

If assigned by municipality:

Address No.: _____ Street Name: _____

Nearest intersection: _____

Subdivision name: _____

NOTE: The legal owner of the property must sign this application, unless the party acting instead of the legal owner has power of attorney or legal guardianship. Please provide proof of such.

For this Application to be processed, the information listed below must be provided:

- a) **Proof of Ownership (Warranty Deed or Land Contract with owner's deed - Title Insurance Policy acceptable, not Title Commitment Policy)**
- b) **Certified Survey of Parent Parcel showing splits**
- c) **Certified Survey with written legal descriptions of the original and all proposed splits**

NOTE: PLEASE ALLOW 4-6 WEEKS FOR PROCESSING.

Applicant's Signature: _____ Date: _____

Name & e-mail of Municipality (optional) _____



October 16, 2009

Dear Assessor:

Your community works with land divisions on a regular basis and as you know, the Land Act of 1996 (see note) requires that parcels have access to electric utilities. While many communities have established land division ordinances, we are finding that these ordinances do not always include public easement requirements or the public easement requirements are not enforced during the land split process.

Improper land splits can reduce the number of buildable lots in your community, derail your economic development plans, and cause considerable legal conflicts.

DTE Energy is requesting you distribute the attached electric application to all land-division applicants. The applicant then submits their completed forms to DTE Energy at the address on the application so we can determine whether the statutory requirements of the law have been met. Following the utility review, the applicant submits the completed form to your community so that proper access for utilities is clearly defined at the time of the land split.

If your community has an established land division ordinance, please be sure the agreement includes a public easement from existing facilities requirement and utility land-split process. If your community has not yet established a land-division ordinance, be sure to include a public easement requirement when it does.

Please distribute this letter to your appropriate staff members. Contact the telephone number on the Land Split Application if you have any questions about the process.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Madelyn Williams".

Madelyn Williams

Regional Manager

Attachment

Note: The requirements of the Land Act statute that are relevant to public utilities are: Sec. 109(a) Each resulting parcel...is included in a tentative parcel map showing ...public utility easements and Sec. 109(g) Each resulting parcel that is a development site has adequate easements for public utilities from the parcel to existing public utilities.

LAND DIVISION ACT (EXCERPT)
Act 288 of 1967

560.109 Approval or disapproval of proposed division; requirements; exemption from platting requirements; notice of transfer; form; sale of unplatted land; statement contained in deed; ordinance; approval not determination of compliance.

Sec. 109.

(1) A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or other municipally designated official. However, a municipality with a population of 2,500 or less may enter into an agreement with a county to transfer to the county authority to approve or disapprove a division. An application is complete if it contains information necessary to ascertain whether the requirements of section 108 and this section are met. The assessor or other municipally designated official, or the county official, having authority to approve or disapprove a proposed division, shall provide the person who filed the application written notice whether the application is approved or disapproved and, if disapproved, all the reasons for disapproval. A complete application for a proposed division shall be approved if, in addition to the requirements of section 108, all of the following requirements are met:

(a) Each resulting parcel has an adequate and accurate legal description and is included in a tentative parcel map showing area, parcel lines, public utility easements, accessibility, and other requirements of this section and section 108. The tentative parcel map shall be a scale drawing showing the approximate dimensions of the parcels.

(b) Each resulting parcel has a depth of not more than 4 times the width or, if an ordinance referred to in subsection (5) requires a smaller depth to width ratio, a depth to width ratio as required by the ordinance. The municipality or county having authority to review proposed divisions may allow a greater depth to width ratio than that otherwise required by this subdivision or an ordinance referred to in subsection (5). The greater depth to width ratio shall be based on standards set forth in the ordinance referred to in subsection (5). The standards may include, but are not required to include and need not be limited to, exceptional topographic or physical conditions with respect to the parcel and compatibility with surrounding lands. The depth to width ratio requirements of this subdivision do not apply to a parcel larger than 10 acres, unless an ordinance referred to in subsection (5) provides otherwise, and do not apply to the remainder of the parent parcel or parent tract retained by the proprietor.

(c) Each resulting parcel has a width not less than that required by an ordinance referred to in subsection (5).

(d) Each resulting parcel has an area not less than that required by an ordinance referred to in subsection (5).

(e) Each resulting parcel is accessible.

(f) The division meets all of the requirements of section 108.

(g) Each resulting parcel that is a development site has adequate easements for public utilities from the parcel to existing public utility facilities.

(2) The right to make divisions exempt from the platting requirements of this act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, 1967 PA 288, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"

(3) A person shall not sell a parcel of unplatted land unless the deed contains a statement as to whether the right to make further divisions exempt from the platting requirements of this act under this section and section 108 is proposed to be conveyed. The statement shall be in substantially the following form: "The grantor grants to the grantee the right to make [insert number] division(s) under section 108 of the land division act, Act No. 288 of the Public Acts of 1967." In the absence of a statement conforming to the requirements of this subsection, the right to make divisions under section 108(2), (3), and (4) stays with the remainder of the parent tract or parent parcel retained by the grantor.

(4) All deeds for parcels of unplatted land within the state of Michigan after the effective date of this act shall contain the following statement: "This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act."

(5) The governing body of a municipality or the county board of commissioners of a county having authority to approve or disapprove a division may adopt an ordinance setting forth the standards in section 109(1)(b), (c), and (d). The ordinance may establish a fee for reviews under this section and section 108. The fee shall not exceed the reasonable costs of providing the services for which the fee is charged.

(6) Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

History: Add. 1996, Act 591, Eff. Mar. 31, 1997 ;-- Am. 1997, Act 87, Imd. Eff. July 28, 1997

Popular Name: Plat Act

Popular Name: Subdivision Control

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Michigan Compiled Laws Complete Through PA 46 of 2007

Courtesy of www.legislature.mi.gov