

DANBY TOWNSHIP

13122 Charlotte Hwy, Sunfield, MI 48890

LAND DIVISION/COMBINATION/BOUNDARY LINE CHANGE APPLICATION

You **MUST** answer all questions and include all attachments, or this will be considered an incomplete application and will be returned to you. All required information on the application form along with the fee is to be submitted to the Administrator at the address listed **at the bottom of this page**.

The Administrator has **45 DAYS** by law after receiving a COMPLETE application to make a decision on the application.

The state allows a certain number of splits that can be made depending upon the amount of the land of the **Parent Parcel** (ORIGINAL PARCEL) as of **MARCH 31, 1997**. The owner of the parent parcel retains all division rights unless they are conveyed on the deed to another party (if more splits were available but not taken). Otherwise 10 years must elapse until more splitting can be done.

A statement must be on the deeds as to who has the division rights and the number of remaining splits.

All deeds for parcels of unplatted land within the State of Michigan after the effective date of this act shall contain the following Statement:

The grantor grants to the grantee the right to make _____ division(s) under Section 108 of the Land Division Act, Act No. 288 of the public Act of 1967.

Every **OWNER** of the property being split must sign the application before it is given to the administrator.

Approval of division is NOT a determination that the resulting parcel(s) comply with other ordinances or regulations; examples include, but are not limited to the following; private road construction, easement construction, health department and/or road commission requirements.

Questions should be directed to:

**Heather L. Hoffman
Danby Township Assessor
PO Box 175
Lowell, MI 49331
616-987-0067
assessorhoffman@gmail.com**

DANBY TOWNSHIP
LAND DIVISION/COMBINATION/BOUNDARY LINE CHANGE
APPLICATION

OWNER: NAME(s)_____

ADDRESS_____

PHONE_____

EMAIL_____

APPLICANT: NAME_____

ADDRESS_____

PHONE_____

EMAIL_____

PARENT PARCEL NUMBER_____

ADDRESS_____

IS THE PARENT PARCEL OR ANY PORTION IN PA 116 OR THE FARMLAND
PRESERVATION PROGRAM? _____

_____FEE* ATTACHED (\$70.00 for the first new split- \$20.00 for each additional
split made within the same application)

*FEE IS NON-REFUNDABLE

SIGNATURE OF OWNER_____

DATE_____

DANBY TOWNSHIP
LAND DIVISION/COMBINATION/BOUNDARY LINE CHANGE
APPLICATION

ITEMS REQUIRED for APPLICATION

SIGNATURE OF OWNER THAT YOU UNDERSTAND AND COMPLY WITH THE FOLLOWING: _____

- _____ Proof that you have the right to split (Deed or Transfer Form or is this a Parent Parcel?)
- _____ How many divisions rights do you have before this application? _____ (on your deed)
- _____ Future rights being transferred from this parent parcel to the new split parcel? This will subtract from your remaining unused splits. Indicate total number being transferred to newly created parcel. _____
- _____ Each parcel must meet the required zoning for the parcel.
- _____ Each parcel must meet the required building setback line.
- _____ All parcels must have the required easement form the parcel to any existing private or public road for ingress and egress and public utilities.
- _____ Attach a legal description of any proposed new road, easement or shared driveway.
- _____ Attach any and all Parcels that may use the easement. (surrounding parcels)
- _____ Buildings need to be on survey with setbacks.
- _____ Taxes need to be paid up-to-date at time of Application
- _____ Taxes need to be paid in full at the time the Administrator processes the divisions
- _____ The new parcels will not be on the tax roll until the year following the approval and taxes MUST be paid in full for the year of approval. (example: approval given 2016, new parcels not issued until 2017)

ITEMS REQUIRED for APPLICATION CONTINUED...

_____ Does each new parcel have frontage on an existing public road?

_____ Does each new parcel have frontage on a new private road?

_____ Does each new parcel have frontage on a new private road easement?

_____ Check made out to DANBY TOWNSHIP for application fee

_____ Attach a copy of the LEGAL SURVEY(s) prepared by a licensed land surveyor and the legal descriptions, and boundary dimensions of BOTH: the proposed land divisions **and** of the remainder parcel. All buildings and or improvements must be denoted on the survey

FOR TOWNSHIP USE ONLY

PARCEL NUMBER AS OF MARCH 31, 1997 _____

CHILD PARCEL NUMBER AS OF TODAY _____

NEW SPLIT PARCEL NUMBER(S): _____

NEW REMAINDER PARCEL NUMBER: _____

____ CLASSIFICATION OF PARCEL(S)

____ COMPLETE PROPOSED LOT SPLIT APPLICATION

____ FEES PAID

____ TAXES PAID UP TO DATE

____ TAXES PAID, DATE PARCELS BEING CREATED

____ APPROVED _____

Heather L. Hoffman

APPROVAL OF DIVISION IS **NOT** A DETERMINATION THAT THE RESULTING PARCEL(S) COMPLY IWHT OTHER ORDINANCES OR REGULATIONS.

____ DENIED* _____

Heather L. Hoffman

*attached is a letter explaining why the application was denied

Once split descriptions have been approved, no changes can be made without a new application.

MINIMUM LOT SPLIT GUIDELINES

Each proposed parcel must have a depth to width ratio not greater than 4 to 1 as required by the ordinance. The depth property line is the longest property line, and said line shall not be the same line as the width property line. The remaining parent parcel is exempt from this requirement if retained by the owner.

Each parcel must meet the minimum width road frontage on a public or private road as required by ordinance.

AG District

Agricultural (AG) District	
Minimum Lot Size	1 acre
Minimum Lot Width	110 feet

RR District

Rural Residential (RR) District	
Minimum Lot Size	1 acre
Minimum Lot Width	110 feet

R1 District

Low Density Residential (R-1) District	
Minimum Lot Size	1 acre, unless public water and sewer serves the lot, then 15,000 square feet shall be permitted
Minimum Lot Width	110 feet, unless public water and sewer serves the lot or if an approved private water and sewer system is in place, then 85 feet may be permitted

Comm. District

General Commercial (C-1) District	
Minimum Lot Size	2 acres
Minimum Lot Width	200 feet

Light Industrial District

Light Industrial (I-1) District	
Minimum Lot Size	2 acres
Minimum Lot Width	200 feet

Each new parcel must meet the minimum size within the corresponding district above. One square acre equals 43,560 square feet.

Each split of 40 acres or more are considered uncounted divisions.

Each lot adjustments are considered uncounted divisions.

SPLIT RIGHTS UNDER PUBLIC ACTS OF 1996 AND 1997

Listed below are the maximum split rights for a parent parcel, or parent tract by total size in acres. Tract is adding up all acres of abutting land parcels.

The bonus splits are received by doing one of two following items. Item number 1 is all new parcels having access from one or more new roads with no new driveway access to an existing public road. Item number 2 is by any resulting parcels having at least 60 % or more of the original amount of parent parcel acres remaining after all splits have been made including the two bonus splits.

PARENT PARCEL PARENT TRACT SIZE IN ACRES	NUMBER OF ALLOWABLE DIVISIONS	BONUS DIVISIONS
*1 to 19.9	4	0
20 to 29.9	5	2
30 to 39.9	6	2
40 to 49.9	7	2
50 to 59.9	8	2
60 to 69.9	9	2
70 to 79.9	10	2
80 to 89.9	11	2
90 to 99.9	12	2
100 to 109.9	13	2
110 to 119.9	14	2
120 to 159.9	15	2
160 to 199.9	16	2
200 to 239.9	17	2
240 to 279.9	18	2
280 to 319.9	19	2
320 to 359.9	20	2
360 to 399.9	21	2
400 to 439.9	22	2

*1 acre not applicable