



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

**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
<b>General Information</b>		
Three (3) copies of plan/PA 132 Boundary Survey		
Digital copy of legal description in <b>WORD</b> 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 (for single family zoned parcels)		
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		
<b>Plan Information</b>		
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 <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> 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.

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

## 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.***

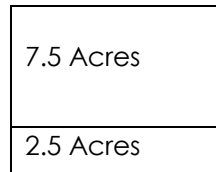
Example: The owner of a parent parcel 10 acres in size is selling off a portion to create a parcel 2 ½ acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before 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 to 560.293? If so, how many?"
- (b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"

### 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.