

**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

Boundary Change

Land Division

Preliminary Review

Final Review

\$100.00 for the first 4 parcels

\$25.00 for each additional split after

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

www.genoa.org

NAME: _____

ADDRESS: _____

TELEPHONE: _____

TAX ID # : _____

ZONING: _____

YOU MUST HAVE THE FOLLOWING IN ORDER TO HAVE A COMPLETED APPLICATION:

- A. NAME & SIGNATURES OF ALL OWNERS OR AUTHORIZED AGENTS
- B. A COPY OF THE RECENT TAX BILL PAID IN FULL
- C. A LEGAL DESCRIPTION OF EACH PARCEL INTO WHICH THE PROPERTY IS TO BE DIVIDED PREPARED BY A REGISTERED LAND SURVEYOR AND SHOWING:
 - 1. ALL DIMENSIONS OF THE EXISTING AND PROPOSED PARCELS.
 - 2. LOCATION OF ALL BUILDINGS AND SETBACKS FROM LOT LINES
(THIS MUST MEET CURRENT ZONING SETBACKS)
 - 3. PROPOSED SETBACK LIMITS WITHIN EACH PARCEL WITH DIMENSIONS (ENVELOPE)
 - 4. A QUALIFIED WETLAND CONSULTANT SHALL ILLUSTRATE BOUNDARIES OF ANY WATER BODY OR WETLAND, WHICH MAY BE REGULATED BY THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY, WITH SUPPORTING DOCUMENTATION.
 - 5. PROPOSED PUBLIC UTILITIES AND ACCESS EASEMENT LOCATIONS WITH DIMENSIONS.
- D. APPROVED SIGHT DISTANCE REVIEW FROM THE LIVINGSTON COUNTY ROAD COMMISSION.
- E. APPROVAL FROM THE LIVINGSTON COUNTY DRAIN COMMISSION IF THERE ARE ANY WETLANDS ON THE PROPERTY OR IF THE SPLIT INCLUDES A PRIVATE DRIVE.
- F. DOCUMENTATION OF PERK TESTS FOR EACH NEWLY CREATED PARCEL BY THE LIVINGSTON COUNTY HEALTH DEPT.
- G. ARE THERE ANY SPECIAL ASSESSMENTS ON THE PARENT PARCEL?
YES _____ NO _____
IF YES, HAS THAT ASSESSMENT BEEN PAID IN FULL?
YES _____ NO _____

ALSO, WHICH CHILD PARCELS SHOULD HAVE THE SPECIAL ASSESSMENT APPLIED TO IT?

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 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)

Printed Name of Property Owner(s)

Date: _____

COUNTY DRAIN COMMISSION _____

ASSESSORS OFFICE _____

TOWNSHIP MANAGER _____

TREASURERS OFFICE: _____

HAVE SPECIALS BEEN PAID OFF?	YES _____	NO _____
HAVE TAXES BEEN PAID?	YES _____	NO _____

UTILITY OFFICE: _____

ARE UTILITIES UP TO DATE?	YES _____	NO _____
---------------------------	-----------	----------

APPROVED: **YES** _____ **NO** _____

NEW PARCEL NUMBERS:

COMMENTS:

AFFIDAVIT AND PERMISSIONS: