

**LAND DIVISION APPROVAL PROCESS
HAMLIN TOWNSHIP**

**FOLLOW THESE STEPS TO CREATE NEW LAND PARCELS IN AREAS UNDER THE
JURISDICTION OF THE
HAMLIN TOWNSHIP ZONING ORDINANCE**

A Land Division is the splitting or dividing of an existing parcel of land to create more than one parcel. If a lot is created after March 1997 in areas under County zoning, you must show proof that it was created through this Land Division Process in order to get Building Permits. This is a coordinated, step-by-step guide to the basic requirements for a land division. A variety of county agencies participate in the process. The parcel owner(s) is responsible for completing all the steps and complying with all applicable requirements of each department or agency. Additional regulations may apply to specific sites. We strongly recommend that the steps be completed in the order provided.

Building permits will not be granted for parcels created without this process. All steps (including recording the deeds) must be completed within six months from the date of Step 2 approval, except those with private roads.

STEP 1 COMPLETE THE FOLLOWING INFORMATION:

Parcel Number of Property to be divided: 23 – 160 - - -

Applicant (Property Owner) name: _____

Other Contact _____

Current mailing address: _____

City, state, zip _____

Daytime phone: _____ email address: _____

Is or has the property been in P.A. 116? YES _____ NO _____ (if yes, the property owner should contact the State of Michigan)

AFFIDAVIT and permission for county and state officials to enter the property for inspections:

I agree that the statements made above are true and complete and if found not to be true, this application and related approvals will be void. I agree to comply with the conditions and requirements of this division approval process. I understand this is only a land division to create parcels and approval conveys only certain rights under the applicable County ordinances and the State Land Division Act. This application does not represent nor does it convey rights under any other statute, building code, zoning ordinance, deed restrictions or other property rights. The property owner(s) understands this process must be completed within 6 months of the date on Step 2. I additionally understand even if parts of this division process are approved, all divisions must comply with the applicable laws and ordinances at the time the approval process is completed. I recognize ordinances and laws change from time to time, and if changed prior to completion of this division approval, the divisions proposed here must comply with the new requirements. Finally, I give permission for local, county, and State of Michigan officials to enter this property at a mutually agreeable time to inspect and verify the application information.

Property Owner(s) Signature _____ **Date** _____

(Required prior to acceptance)

STEP 2 DIVISIONS OR SPLITS AVAILABILITY (Preliminary):

Call your township official (Supervisor or Assessor) to find out how many parcels may be created. The list of officials is included in this packet. The township official calculates the number of splits available using the State of Michigan Land Division Act, as amended, and keeps all records of property divisions. Parcels created must also conform to county requirements for size and shape, so an applicant may not be able to use all of the divisions available to the property. Write down the information below.

Township Official spoke to _____ # of resulting parcels available _____ Date spoke to official _____

STEP 3 ZONING COMPLIANCE

Submit a Site Plan of the proposed divisions along with this form to the Hamlin Township Zoning Administrator for review and zoning approval. The proposed land division will be reviewed for compliance with the zoning ordinance. Each parcel created must meet requirements for road frontage, width to depth ratio, and setbacks.

The site plan must show all of the following information:

- (1) The entire parent parcel with dimensions of all existing property lines
- (2) The proposed new property lines, their dimensions and locations
- (3) Acreage of the proposed parcels
- (4) All existing roads and proposed private roads
- (5) Any existing structures on the property (buildings, wells, septic system, driveways, etc.), their dimensions, and their distance to any proposed property lines.
- (6) Any easements for public utilities to/from each parcel, for ingress/egress, conservation, etc.
- (7) Any site characteristics including any bodies of water, wetlands, abandoned wells, slopes, etc.

Office Use: Hamlin Zoning Administrator will complete:

- A. All parcels comply with minimum parcel size: YES NO
- B. All parcels comply with minimum road frontage: YES NO
- C. Zoning district for proposed divisions (effective today): _____
- D. All parcels comply with lot coverage restrictions: YES NO Not applicable
- E. Existing structures comply with setbacks: YES NO
- F. Each parcel complies with width to depth ratio: YES NO (see attached site plan for calculations)
- G. Complies with private road requirements of Eaton County Land Development Code: YES NO Not applicable
- H. Complies with other applicable provisions of the Eaton County Land Development Code: YES NO
- I. Obtained a variance from requirements from the Eaton County Board of Appeals?
Case # BA- - . (findings attached): YES NO Not applicable

Received by _____ Date submitted _____ Preliminary Approval Date approved _____

Note: If the site plan changes during steps 4, 5 or 6, review and approval of the revised plan is required

STEP 4 DRIVEWAY PERMITS: COUNTY RD COMMISSION/ MI DEPT TRANSPORTATION

If the parcels created will enter a county road, contact the Eaton County Road Commission at (517) 543-1630 or toll free 1-877-88EATON to make sure a driveway may be established. If the property is on a state highway (M-99, M-43, M-50, M-100, etc.), contact the Michigan Department of Transportation at (517) 749-8733 to make sure a driveway may be established. Driveway locations may affect proposed lot lines. You may apply for the actual driveway permit at this time, but please be advised that the permits are only good for one (1) year.

If the land division includes a private road for access to the new parcels, an Eaton County Private Road Application must be submitted to the Community Development Department for review and approval prior to proceeding.*

If driveway locations cause lot line changes, return to Step 3 above and submit a revised site plan for review and approval

***MUST COMPLETE CONSTRUCTION OF PRIVATE ROAD BEFORE PROCEEDING**

STEP 5

BARRY-EATON DISTRICT HEALTH DEPARTMENT

Contact the Barry Eaton District Health Department, Environmental Health Division at (517) 541-2615 for a site evaluation. The evaluation will determine possible locations for water and sanitary (drainfields) on the site. **This step is REQUIRED for parcels less than one (1) acre.**

If location of percs, drainfields, etc. cause lot line changes, return to step 3 and submit a revised site plan for review and approval

STEP 6

DRAIN COMMISSION REQUIREMENTS

If there is a county drain OR a body of water larger than one acre within 500 ft. of any proposed property boundary contact the County Drain Commission office. After approval by the Drain Commissioner, easements for any drains may need to be recorded with the Eaton County Register of Deeds

STEP 7

CERTIFICATION OF PAID PROPERTY TAXES:

Eaton County Treasurer review. All property taxes and/or special assessments due on the property proposed for division (for the 5 years preceding the date of this application) must be paid. Certification of payment must be obtained from the Eaton County Treasurer. Eaton County Treasurer phone number 517-543-4262. This is a \$5.00 fee.

Eaton County Treasurer: I certify, pursuant to the Land Division Act 288 of 1967, MCL 560.109(1) (i) the preceding 5 years of taxes on this date have been paid for parcel tax code # - - - -

Eaton County Treasurer Certification

Date of Certification

\$5.00 fee received

STEP 8

CERTIFIED BOUNDARY SURVEY

If any parcels less than 40 acres are created, contact a licensed land surveyor to complete a certified boundary survey of all of those parcels. Licensed surveyors are listed in your local phone book. Surveys should include any easements in the property descriptions. **The Certified Boundary Survey must be recorded at the Eaton County Register of Deeds.** The recorded survey must match the site plan approved in STEP 3.

STEP 9

FINAL REVIEWS

A. Submit to the Township Official for final approval (see step 2): The MI Land Division Act requires local (township) approval of each parcel created. Provide the Township Official with this land division paperwork, approved site plan, and the certified boundary survey.

Township Official: "I confirm this application and attached site plans and approvals are complete and agree with Township records for parcel tax code # - - - - and the number of lots created under 40 acres (divisions used) in the amount of _____ complies with the requirements."

Received by _____

Date submitted _____

Township Official approval _____

Date _____

B. Submit to Hamlin Planning & Zoning for Final Approval: Provide a recorded copy of the survey with the site plan approved in STEP 3, and these forms for FINAL REVIEW. **The RECORDED SURVEY MUST MATCH THE SITE PLAN APPROVED IN STEP 3.**

Approval

Date Approved

Liber _____
Page(s) _____

STEP 9

FINAL REVIEWS (cont)

C. Submit Payment to Hamlin Township: Provide this land division paperwork, approved site plan, and the certified boundary survey.

_____ Approval

_____ Date Payment Received

\$ _____ Amount

STEP 10

RECORDING DEEDS & NEW PARCEL IDENTIFICATION/ TAX ID NUMBERS

Deeds for each new parcel must be recorded in the Eaton County Register of Deeds office created. Register of Deeds phone number is (517) 543-4203.

Deeds for any new parcels recorded prior to December 31st of the current year will be issued a new parcel number for the following year. Parcel numbers will not be assigned to any new parcels without a recorded deed.

CONGRATULATIONS!

The Land Division Process to create these parcels is finished if all of the steps above 1 thru 10 have been completed & signed. Please keep these important papers and provide copies to any new property owners. This Application expires 6 months from completing Step 1, unless there is a private road. Failure to record deeds within 6 months may invalidate all approvals. **Proof of the completed land division process will be required to obtain building permits. You may apply for construction permits when this process is completed (including all steps 1 through 10).**