

HAMLIN TOWNSHIP

LOT LINE ADJUSTMENT APPROVAL PROCESS

FOLLOW THESE STEPS TO ADJUST LAND PARCELS IN AREAS UNDER THE JURISDICTION OF THE HAMLIN TOWNSHIP INTERIM ZONING ORDINANCE

A Lot Line Adjustment is the adjustment of a lot line of two or more existing parcels of land making the resulting parcels of land smaller or larger. This type of adjustment is not a land division. If a lot is adjusted after March 1997 in areas under County zoning, you must show proof it was adjusted through this Lot Line Adjustment Process in order to obtain building permits. Follow the steps in this form to correctly adjust land in Hamlin Township.

PARCEL #1:

PARCEL TAX CODE: 160 - - - - School district _____

Current acreage of the property: _____ Acreage of property after adjustment: _____

Applicant (Property Owner) name: _____

Property address: _____

City, State, Zip: _____

Phone Number: _____ email address: _____

PARCEL #2:

PARCEL TAX CODE: 160 - - - - School district _____

Current acreage of the property: _____ Acreage of property after adjustment: _____

Applicant (Property Owner) name: _____

Property address: _____

City, State, Zip: _____

Phone Number: _____

If more than two parcels are being adjusted please attached additional information on a separate sheet of paper.

STEP 1: DRAW A SITE PLAN FOR THE PROPOSED LOT LINE ADJUSTMENT

A site plan must be provided showing the proposed adjustment(s).

The site plan must show all the following information:

1. The parcels being adjusted in their entirety with dimensions of all existing property lines
2. The proposed new property lines, their dimensions and locations
3. Acreage of the existing parcels and as proposed
4. All existing roads and proposed private roads
5. Any existing structures on the properties (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

STEP 2: ZONING COMPLIANCE

Submit the Site Plan of the proposed adjustment(s) along with this form to the Hamlin Township Zoning Administrator for review and approval. The proposed adjustment(s) will be reviewed for compliance with the zoning ordinance. Each adjusted parcel must meet requirements for road frontage, width to depth ratio, and setbacks. The Zoning Administrator can be reached at 517-663-7777.

Office Use: 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 parcels (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 Hamlin Township: YES NO N/A
- H. Complies with other applicable provisions of Hamlin Township Zoning Ordinance: YES NO
- I. All adjusted parcels are in the same school district: YES NO
- J. Obtained a variance from requirements from the Hamlin Township Board of Appeals?
Case # BA - - . (findings attached): YES NO N/A

Received by _____ Date submitted _____ Final Approval _____ Date approved _____

FEE: \$200

Date Payment Received

STEP 3: CERTIFIED BOUNDARY SURVEY

Per the Eaton County Equalization and Property Description Department, a certified boundary survey with a legal description is required for the area(s) being adjusted OR of the new parcel(s) in its entirety after the adjustment. Licensed surveyors are listed in the local phone book or on the internet. Surveys should include any easements in the property descriptions. The Certified Boundary Survey must be recorded at the Eaton County Register of Deeds. Additionally, the survey must match the site plan as approved in STEP 2.

STEP 4: EQUALIZATION AND PROPERTY DESCRIPTION DEPARTMENT

Lot Line Adjustment paperwork, the approved site plan from Step 2, and the recorded certified boundary survey must be submitted to the Property Description Department at Eaton County. Property Description Department staff can be reached at (517) 543-4104.

Received by

Date

STEP 5: RECORDING DEEDS & NEW PARCEL IDENTIFICATION/ TAX ID NUMBERS

Deeds must be recorded after Step 4 to complete the adjustment of properties! Visit or contact the Eaton County Register of Deeds for information on recording the deeds. (517) 543-4203. Deeds for any newly created 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 Lot Line Adjustment Process is finished if all of the steps above 1 thru 5 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 2. Failure to record deeds within 6 months may invalidate all approvals. **Proof of the completed lot line adjustment process will be required to obtain building permits. If you would like to obtain building/construction permits, they cannot be applied for until this process is completed (including all steps 1 through 5).**