



Community Development Department
 2074 Aurelius Rd, Holt MI 48842
 P: 517-694-8281 • FAX: 517-694-1289
 delhitownshipmi.gov

PLANNING & ZONING
LD

LAND DIVISION APPLICATION

DATE STAMP

1) GENERAL INFORMATION

Applicant:			
Address:		City:	State: Zip:
Phone:	Email:		Fax:
Property Owner (If other than applicant):		Phone:	
Property Address:		City:	State: Zip:
Parcel Numbers Involved:			

2) PROPERTY DIVISION INFORMATION

Number of parcels proposed to be created:

Intended use: (Check all that apply) RESIDENTIAL COMMERCIAL INDUSTRIAL AGRICULTURAL / VACANT

Does each new parcel have access to a county roadway? YES NO

Will a new roadway be created? YES NO

3) FUTURE DIVISIONS

Are there any future divisions allowed but not included in this request? YES NO *If yes, explain:*

Are any future divisions being transferred from the parent to another parcel? YES NO *If yes, explain:*

4) SPECIAL CONDITIONS

Check any of the special conditions that exist upon the parent parcel:

SEVERE SOIL LIMITATIONS WETLANDS (regulated or unregulated) FLOOD PLAIN

ABANDONED WELL UNDERGROUND TANKS CONTAMINATED SOILS

5) ATTACHMENTS

- A survey, sealed by a professional surveyor, of the proposed division(s).
- An application and permit for a safe driveway location from the Ingham County Road Department.
- If public sewer is not available a septic tank permit for each proposed parcel from Ingham County Health Department. Required for development sites and all parcels less than one acre in size, unless already served, or is exempt per PC 87 of 1997.
- If public water is not available, a well permit or approval for on-site potable water from the Ingham County Health Department. Required for development sites and all parcels less than one acre in size, unless already served, or is exempt per P 87 of 1997.
- If proposed, the terms of transfer of division rights of the parent parcel per PA 591 of 1996.
- Appropriate fee of \$150 per proposed parcel per Resolution 2015-007. (Minimum \$300)

AFFIDAVIT:

I agree that the statements made above are true and complete and if found not to be true, the 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 Township 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. Even if parts of this division process are approved, all divisions must comply with the applicable laws and ordinances at the time that the approval process is completed. I understand that 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. I understand land division approval is contingent upon the payment of all outstanding tax bills on the parent parcel(s) through the year-end. Nonpayment of taxes will nullify the land division approval. I give permission for local, County and State Officials to enter this property at a mutually agreeable time to inspect and verify the application information. If this division impacts a parcel you do not own. The other property owner must also sign this application.

Property Owner's Signature	Print Name	Date
Property Owner's Signature (If other than applicant):	Print Name	Date

FOR OFFICE USE ONLY

LD#	Approved By:	Date:
	Receipt #:	Date Received:
	FEE:	



**INGHAM COUNTY ROAD COMMISSION
LAND DIVISION APPLICATION**

The purpose of this Land Division Application is for the Ingham County Road Commission to investigate the location of proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Ingham County Road Commission standards. This procedure is in place to review proposed land division driveway locations before the property owner approaches the Township for approval to subdivide lands.

APPLICANT INFORMATION:

NAME _____ DATE _____

ADDRESS _____

CITY/STATE/ZIP CODE _____ PHONE _____

SIGNATURE _____ FAX _____

LAND DIVISION INFORMATION:

PROPOSED LAND DIVISION LOCATED ON _____ ROAD, BETWEEN _____

ROAD AND _____ ROAD, SECTION(S) _____, _____ TOWNSHIP.

DETAILED DESCRIPTION OF LOCATION:

NUMBER OF LAND DIVISIONS _____

Site Plan/Survey Provided by Applicant

Applicant Given Stakes to Locate Extent of Property

FIELD INSPECTION REPORT:

INSPECTOR _____ OPINION _____ DATE _____

INGHAM COUNTY ROAD COMMISSION
301 Bush Street, P.O. Box 38, Mason, Michigan 48854
Phone: (517) 676-9722 Fax: (517) 676-5914
Website: <http://www.inghamcrc.org>

RECOMMENDED FOR ISSUANCE:

DATE: _____

APPROVED: _____ DATE: _____

LAND DIVISION SUPPLEMENTAL INFORMATION

The purpose of this Land Division Application is for the Ingham County Road Commission to investigate the location of proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Ingham County Road Commission standards. This procedure is in place to review proposed land division driveway locations before the property owner approaches the Township for approval to subdivide lands. The goal is to determine appropriate driveway locations to the proposed land divisions, if any, before the Certificate of Survey is prepared and submitted to the Township, thus saving the property owner time and expense.

The Ingham County Road Commission Permits Unit needs the following information to properly investigate the proposed land division driveway location:

- ∇ A completely filled out Land Division Application signed by the property owner wishing to subdivide his or her land.
- ∇ A drawing, drawn to scale with lot dimensions, that illustrates the location of the proposed land divisions. Either a preliminary Certificate of Survey or marked-up copy of the appropriate Sidwell drawing (available from the County Equalization Department) is best.
- ∇ Land Division property corners must be clearly marked by the applicant using lath, stakes, or flagging along the parent parcel's county road frontage so that a proper investigation can be performed.

The Ingham County Road Commission accepts cash, personal check, Visa, or MasterCard to pay the application fee in accordance with the following fee schedule:

2003:	\$95 application fee plus \$25 dollars per land division
2004:	\$120 application fee plus \$25 dollars per land division
2005:	\$150 application fee plus \$25 dollars per land division
2006 on:	\$150 application fee plus \$25 dollars per land division

Ingham County Road Commission approval of Land Division driveway locations does not relieve the property owner of the responsibility to comply with all applicable Township ordinances, rules and zoning requirements, as well as provisions of Public Act 288 of 1967, as amended.

Land Division driveway locations are evaluated based on conformance to published Ingham County Road Commission standards. Non-conforming driveway locations will not be allowed to ensure the road is reasonably safe for the traveling public.