

TOWNSHIP OF ELBA

4717 Lippincott Road
Lapeer, MI 48446
(810) 664-2332

LAND DIVISION APPLICATION

You **MUST** answer all questions ***and*** include all required attachments, or approval cannot be granted.
Bring or mail to the *TOWNSHIP* at the above address.

Approval of a division of land is required before it is sold. (Approval of a division is not a determination that the resulting parcels comply with other ordinances for regulations.)

1. LOCATION OF THE PARCEL TO BE DIVIDED:

Address of property: _____

PARENT PARCEL IDENTIFICATION NUMBER: 008- _____ - _____

PARENT PARCEL LEGAL DESCRIPTION (attach if too long for space provided):

2. PROPERTY OWNER INFORMATION:

Name: _____

Street Address: _____

City and State: _____

Phone (_____) _____

3. APPLICANT INFORMATION (if different from property owner):

Name: _____

Street Address: _____

City and State: _____

Phone (_____) _____

4. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

A. Number of proposed new parcels _____

B. Each proposed parcel has a maximum depth to width ratio of 4 to 1

C. Each parcel has minimum road frontage as required by zoning ordinance

D. Each parcel has an area not less than required by zoning ordinance

E. The division of each parcel provides access as follows: (check one)

a. _____ each new division has frontage on an existing public road.

Road name: _____

b. _____ A new public road, proposed road name: _____

c. _____ A new private road, proposed road name: _____

F. Attach a legal description of any proposed new road.

G. Attach a legal description for each proposed new parcel.

5. **FUTURE DIVISIONS** being transferred must include statements on the deed as required by Section 109 (3&4) of the Statute.
6. **ATTACHMENTS** – All of the following attachments **MUST** be included. Letter each attachment as shown:
 - A. A certified survey for the proposed division(s) of the parcel being divided or otherwise altered:
 - (1) Boundaries as of March 31, 1997
 - (2) All previous divisions made after March 31, 1997 (Indicate when divisions were made or indicate "none")
 - (3) The proposed new division(s)
 - (4) Dimensions of the proposed division(s)
 - (5) Existing and proposed road right-of-way(s)
 - (6) Easement for public utilities from each parcel that is a developmental site to existing public utility facilities.
 - (7) Any existing improvements (buildings, wells, septic system, outbuildings, driveways, etc.)
 - B. Written approval or permit from the County Road Commission that a proposed easement provides vehicular access to an existing road or street and meets applicable location standards.
 - C. Written document stated Public Utility Easements are in place from Detroit Edison or other electric provider.
 - D. Tax Payment Certification from Lapeer County Treasurer stating all property taxes and special assessments due on the parcel or tracts subject to the proposed division for the five (5) preceding years the date of the application have been paid.

7. STATEMENT AND PERMISSION FOR TOWNSHIP OFFICIALS TO ENTER THE PROPERTY FOR INSPECTIONS:

I agree the statements made above are true, and if found not to be true, this application and any approval will be void. I hereby give permission for officials of the township to enter the property where this parcel division is proposed for purposes of inspection.

Applicant's Signature _____
 (If not the property owner)

Property Owner's Signature _____

Date: _____

Land Division Fee is \$45.00 per each new legal description and is to be payable to Elba Township. Please include fee with completed application and attachments.

BOARD OF LAPEER COUNTY ROAD COMMISSIONERS

820 DAVIS LAKE ROAD
LAPEER, MICHIGAN 48446
810.664.6272
FAX: 810.664.0404

APPLICATION FOR LAND DIVISION & DRIVEWAY ACCESS

PROPERTY OWNER: _____ DATE: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

DAY PHONE: _____ EVENING PHONE: _____

TOWNSHIP: _____ SECTION #: _____ PARENT PARCEL TAX ID #: _____

ROAD NAME: _____ BETWEEN _____ RD. & _____ RD.

DATE THE PROPOSED LOT(S) WILL BE CLEARLY STAKED: _____

TOTAL NUMBER OF PARCELS TO BE CREATED (INCLUDING ANY EXCEPTIONS): _____

TOTAL FEE: \$75 + _____ PARCELS (EXCLUDING REMAINDER) X \$20 = \$ _____ RECEIPT #: _____

****A Certified Certificate of Survey and legal descriptions for each parcel to be created and the remainder parcel is required in order to proceed with the approval process.****

FIELD INSPECTION - DATE: _____

LOT ID	APPROVED	RESTRICTED	DENIED	ADDITIONAL COMMENTS:
				REMARKS

INSPECTOR'S SIGNATURE: _____ PRINTED NAME: _____
(SIGNATURE MUST BE ORIGINAL FOR TOWNSHIP TO ACCEPT)

THIS IS NOT A DRIVEWAY PERMIT

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LAND DIVISION SUPPLEMENTAL INFORMATION

The purpose of the Land Division Application Inspection is for the Lapeer County Road Commission to investigate the location of the proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Lapeer County Road Commission standards. The goal is to determine appropriate driveway locations for the proposed land divisions, if any exist. Please keep the following sight distance guidelines in mind when proposing any land divisions. Land Divisions that do not meet sight distance requirements will not be approved.

Sight Distance will be measured from an eye height of three and one half (3.5) feet at a point thirty-one (31) feet from the centerline of the county roadway to an object height of three and one half (3.5) feet on the centerline of the county roadway. The minimum sight distance for a residential drive shall be in accordance with the following table:

<u>SPEED LIMIT (MPH)</u>	<u>MIN. SIGHT DISTANCE (FEET)</u>
25	280
30	335
35	390
40	445
45	500
50	555
55	610

If the proposed frontage of the new parcels can not meet the above-listed sight distance requirements, the land division shall only be granted pending review and approval by the County Engineer.

The following information is required to properly investigate the proposed land division driveway locations:

1. A completed Land Division Application
2. A Certified Certificate of Survey drawing showing each parcel to be created as well as the remainder. Legal descriptions of each parcel to be created as well as the remaining parcel shall also be provided. If the parent parcel description is aliquot, then a minimum of a quarter section shall be shown in the drawing.
 - If you feel that sight distance may be a factor at your locations, you may request a preliminary inspection. A preliminary inspection may be performed if a drawing, drawn to scale with lot dimensions, is submitted that illustrates the location of the proposed land divisions. The property owner will be verbally notified of the results. The land division form will not be approved or completed until a Certified Certificate of Survey is submitted.
3. Land Division property corners shall be clearly marked by the property owner using lath, stakes, or flagging along the parent parcel's county road frontage.

Lapeer County Road Commission approval of the Land Division Application does not relieve the property owner of the responsibility to comply with all applicable Township Ordinances, rules and zoning requirements, as well as the provisions of Public Act 591 of 1996 and Act 87 of 1997.

If you have any questions, please contact the Permit Department at (810)664-6272.



LAND SPLIT Application

Please complete and return your application to DTE Energy, at the Service Center address listed below. We look forward to working with you.

Service Center Address: 1100 Clark Rd., Lapeer, Michigan Zip Code: 48446

Phone: (810) 667-7900 Fax: (810) 667-7901

Owner's Name: _____

Current Address: _____

Email: _____

Name of person to be contacted in case of questions _____

Daytime Phone #: () _____ Cell Phone #: () _____

Property/Tax I.D. # _____

City/Township/Village: _____

If assigned by municipality:
Address No.: _____ Street Name: _____

Nearest intersection: _____

Subdivision name: _____

Note: Township letters verifying electrical easements will be issued by DTE 7-10 days after receiving "recorded" easements in our office.

Required Information:

- a) Proof of ownership (Warranty Deed, or Land Contract)
- b) Survey showing property splits
- c) Property description
- d) All Purchase Agreements

Owner's Signature: _____

Date: _____

*****Please note: The whole process can take up to 3 months



Lapeer County Treasurer

Dana M. Miller, Treasurer
255 Clay St. Suite 303
Lapeer, MI 48446

September 13, 2019

To: Local Officials

Effective September 16, 2019 Public Act 23 of 2019 (formerly House Bill No. 4055, which an amendment to The Land Division Act 288 of 1987) will take effect. This bill places tighter regulations on property divisions, specifically divisions where delinquent taxes or special assessments are due. According to the amended act before a parcel division can take place one of the two following requirements must be met:

Requirement 1: The parcel subject to the proposed division is certified by the County Treasurer to have no delinquent taxes or special assessments due. In order to obtain this certification the requesting party will have to complete and submit a Land Division Tax Payment Certifications Form in person to the County Treasurer's Office along with a \$5.00 certification fee as required by the legislation.

Requirement 2: Any delinquent taxes or special assessments due on parcels subject to the proposed division are apportioned by the township or city assessing officer.

There are no requirements placed on combinations according to Public Act 23. Despite this, we are still going to discourage the combining of parcels with delinquent taxes.

We are recommending that the property owner visits our Treasurer's Office early in your land division process as non-certifications may change how you proceed, such as whether you need to prepare to apportion the delinquent taxes or potentially deny the applications. When sending an approved land division to the Treasurer's office for processing please include either a copy of the Land Division Tax Payment Certification Form or a letter explaining that delinquent taxes have been apportioned.

I've attached a copy of our Land Division Tax Payment Certification Form as well as a copy of Public Act 23 for your review. We appreciate everyone's assistance in implementing this new legislation.

Dana M. Miller
Lapeer County Treasurer

255 Clay St. Suite 303, Lapeer, MI. 48421
Phone: 810-667-0239 * Fax: 810-667-0263
Email: wmiller@lapeercounty.org



Dana M. Miller
Lapeer County Treasurer
255 Clay St. Suite 303 Lapeer, MI, 48421
810-667-0239

Land Division Tax Payment Certification Form

Name _____ Parcel _____

Owner Address _____

Owner City, State, Zip _____

Property Address _____

Property City, State, Zip _____

Parcel ID _____

-Attach a description of the parcel to be divided-

CERTIFICATION DENIED

The Lapeer County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent taxes owed ...

CERTIFICATION APPROVED

Pursuant to House Bill 4055 The Lapeer County Treasurer's Office certifies that all property taxes and special assessments due on the parcel or tracts subject to the proposed division for the five years preceding the date of the application have been paid.

Certified By _____ Date Certified: _____