

ONONDAGA TOWNSHIP

LAND DIVISION APPROVAL PROCESS

FOLLOW THESE STEPS TO CREATE NEW LAND PARCELS IN ONONDAGA TOWNSHIP

A Land Division is the splitting or dividing of an existing lot or parcel of land to create more than one parcel. To build on a lot created after March 1997, you must show proof that it was created through Onondaga Township's Land Division Process. Follow the steps on this form to correctly divide land in Onondaga Township. Keep these signed originals with your property information and provide copies to any owners of the parcels created as proof that the parcels were correctly created.

This is a coordinated, step-by step guide to the basic requirements for a land division. We strongly recommend that the steps be completed in the order provided. Building permits will not be granted for parcels created without this process.

PARENT PARCEL TAX CODE (parent or original parcel) _____

Applicant (Property Owner) name: _____

Current mailing address _____

City, state, zip _____

Daytime phone: _____

Step 1: Complete and attach the Land Division application form.

The form must be fully completed and include parent parcel owner signatures and the date. *Signatures and Application materials will be honored for a maximum of 6 months.*

Step 2: Divisions or splits availability (Preliminary):

The township official must review the proposed land divisions for compliance with the State of Michigan plat act and determine the total available land divisions ("splits") on the property. Lots created must also conform to Township requirements for size and shape, so an applicant may not be able to use all the divisions available to the property. A list of township representatives is attached. Contact the official for your parcel to complete this step.

The Township official (supervisor or assessor) reviewed the attached application.

1. The completed application has been reviewed and agrees with township records.
2. Proof of ownership and/or Quick Claim Deed of Division Rights.
3. This parcel has divisions available to create parcels as indicated

Reviewed by _____ #splits available at inquiry _____ Date approved. _____

Step 3: Zoning Compliance

Submit a Site Plan of the proposed divisions along with this form and completed application to the Onondaga Township Land Division Board for review and approval. Contact them at 517-628-2654. They will review the proposed land divisions for compliance with the zoning ordinance. Each parcel created must meet requirements for road frontage, width to depth ratio, and setbacks. See the application packet for information and site plan requirements. Review may take up to 45 days.

Office Use: Community Development Reviewer will complete:

- A. Zoning district for proposed divisions (effective today): _____.
- B. All parcels comply with minimum parcel size _____.
- C. All parcels comply with minimum road frontage: _____.
- D. All parcels comply with lot coverage restrictions: Yes ____ No ____
Not applicable _____
- E. Existing structures comply with setbacks: _____
- F. Each parcel complies with width to depth ratio .
Parcel ration requirement complies? Not applicable?
4:1

Step 4: Driveway Compliance

Complies with Ingham County Road Commission Driveway application _____

Step 5: Final Township Approval

Contact the Township Official for final approval (the same official you visited in step 2) The State Land Division Act requires local (township) approval of each division (Parcel created). You must provide them with the application, this form with attached site plan and approvals, and the certified boundary survey.

Township Official:

The application and attached materials are complete and agree with Township records.

The certified boundary survey matches the final approved site plan.

The number of splits (divisions) created complies with the requirements.

Received by

Date submitted

Township Official approval

Date

Step 6: Recording Legal Documents

Visit or contact the Ingham County Register of Deeds for information on recording the certified boundary survey and deeds for each of the new parcels created.

Surveys and deeds must be recorded within (90 days) of the Township final approval.

One (1) original and one (1) copy of certified boundary survey and deeds for all parcels created.

Register of Deeds Recorded by	Liber/Page #	Date recorded
-------------------------------	--------------	---------------

Step 7: Final Land Division compliance and new parcel identification

Each parcel created must be reviewed for final compliance and assigned a tax code identification number.

Received by	Date submitted	Land Division Approved by	Date
-------------	----------------	---------------------------	------