

Onondaga Township
Land Division/Lot Line Adjustment Application

Applicant: Name: _____
Address: _____
Phone Number: () _____
Email: _____

Owner: Name: _____
Address: _____
Phone Number: () _____
Email: _____

Parent Parcel Number: _____

Parent Parcel Address: _____

Is any portion of the Parcel in PA116? (If yes, please provide paperwork for release of PA116)

Are there any mortgages or liens on the parcel? (If yes, please provide documentation of discharge) _____

If you are requiring an approval letter, please provide the contact information for letter (may be yourself, title company, realtor, etc):

Name: _____

Address: _____

Phone Number: () _____

Email: _____

This form is designed to comply with applicable local zoning, land division ordinances, and sections 108 & 109 of the Michigan Land Division Act (Formerly the Subdivision Control Act P.A. 288 of 1967, as amended particularly by P.A. 591 of 1996 and P.A. 87 of 1997, MLC 560.101 ET SEG).

Please provide the following information to process the requested Land Division:

- **A survey and legal descriptions of all properties affected by land division**
 - The survey must show the following items:
 - All existing improvements (buildings, driveways, outbuildings, etc)
 - Existing easements or proposed easements
 - Dimensions of all land divisions
 - How far from lot lines are buildings:
 - North Line _____ South Line _____
 - West Line _____ East Line _____
- Copy of the recorded deed when the property was purchased
- All parcels must meet zoning requirements/ordinances (if any)
- NO LAND LOCKED PARCELS MAY BE CREATED
- Maximum of 4 to 1 depth ratio
- Please be aware that land division approval does not necessarily meet Onondaga Townships building requirements on any new/existing parcel(s).
- Must provide a letter allowing/releasing interest on parcel(s) to be split and sold.
- All taxes must be paid in full. If the property has any delinquent taxes or liens, the requested land division will not occur the following year.

Permission for municipal and state officials to enter 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. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. I agree to give permission for officials of the municipality, county and state to enter the property where this parcel division is proposed for purpose of inspection. I understand local ordinances and state acts change from time to time and must

comply with the new requirements unless built upon before the changes or laws are made.

****Please be aware that land divisions may take up to 45 days to be approved. In some cases, the zoning administrator may have to inspect property, conduct research, and/or verify the property or properties meet requirements and ordinances. The Onondaga Township Board has the final approval of Land Division Applications.****

Signature: _____ Date: _____

Phone Number& Email: () _____

Application Fee is \$100 base and \$50 for each additional division

Application Fee is to be paid to Onondaga Township.

Completed forms can be returned to:

- Onondaga Township Office: in person or utilize drop box
- By mail: Onondaga Township Assessor, PO Box 67, Onondaga, MI 49264
- By email to: jcasler@sunriseassessingservices.com

APPROVAL OF THIS APPLICATION IS NOT A DETERMINATION THAT THE RESULTING PARCELS COMPLY WITH OTHER ORDINANCES OR REGULATIONS.

FOR TOWNSHIP USE ONLY, DO NOT WRITE BELOW THIS LINE

Application completion date: _____

Fee \$100 base and \$50 for each additional division

Application Fee Received:

Date: _____

Amount: _____

Check Number: _____

Taken By: _____

_____ Approved

_____ Denied

Zoning Officer

Date

Board Member

Date

Board Member

Date

Assessor

Date