

# LODI TOWNSHIP

3755 Pleasant Lake Road  
Ann Arbor, Michigan 48103

Telephone (734) 665-7583  
Fax (734) 665-7982

## LAND DIVISION APPLICATION

Attached is the application for a land division in Lodi Township. The cost for review of a land division will be \$200.00 for the first division. Each subsequent division on the same application is \$50.00 each. If the reviewer deems necessary, the application may be reviewed by a professional engineer or consultant. Fees for those consultations will be billed to you by the reviewer or Lodi Township. Payment for consulting fees must be received prior to the approval of the land division. All taxes must be current on the parcel.

**Application fees are non-refundable.** If your application has to be returned due to lack of or missing information, you will be required to re-file with a new application fee as stated above.

**Application Fee:** \$200.00 for first split, additional splits are \$50.00 each

**Hourly billing rate** will apply (\$100-\$200/hour) depending on Professional Classification per McKenna Associates

\*\*If hourly billing applies, it will be charged to the applicant prior to final approval or billed at denial

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

Received at Lodi Township Office by \_\_\_\_\_ Date \_\_\_\_\_

Amount received \$ \_\_\_\_\_

Received from: \_\_\_\_\_ for Land Division application

Amount \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Lodi Township Clerk

**LODI TOWNSHIP**  
**APPLICATION FOR LAND DIVISIONS**

You **MUST** answer all questions and include all attachments, or this will be returned to you.  
Bring to: Lodi Township office, 3755 Pleasant Lake Road

**1. LOCATION OF PARENT PARCEL TO BE SPLIT:**

Address: \_\_\_\_\_

Parent parcel number M - 1 3 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Legal Description of parent parcel (attach extra sheets if needed): \_\_\_\_\_

.....  
**2. The Name or names of all owners of the acreage parcel or parcels and their signatures:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

.....  
**3. Applicant if different from**

**Owner** \_\_\_\_\_

**Address** \_\_\_\_\_ **City, State** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

.....  
**4. PROPOSAL:** Describe the division(s) being proposed:

A. Number of new parcels \_\_\_\_\_

B. Intended use (residential, commercial, etc.) \_\_\_\_\_

C. The division of the parcel provides access to an existing public road by: (check one)

\_\_\_\_\_ Each new division has frontage on an existing public road.

\_\_\_\_\_ A new public road, proposed road name \_\_\_\_\_

(Road name cannot duplicate an existing road name)

\_\_\_\_\_ A new private road proposed road name: \_\_\_\_\_

(Road name cannot duplicate an existing road name)

\_\_\_\_\_ A recorded easement (driveway). (Cannot service more than two potential sites.)

4A. Write here, or attach, a legal description of the proposed new road or shared driveway (attach extra sheets if needed) \_\_\_\_\_

4B. Write here, or attach, a legal description for each proposed new parcel ( attach extra sheets if needed): \_\_\_\_\_

.....  
5A. FUTURE DIVISIONS that might be allowed but not included in this application? \_\_\_\_\_

5B. The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_

Identify the other parcel: \_\_\_\_\_

(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)

.....  
**6. DEVELOPMENT SITE LIMITS** Check each item that represents a condition, which exists on the parent parcel. Any part of the parcel:

\_\_\_\_\_ Is riparian or littoral (it is a river or lake front parcel.)

\_\_\_\_\_ Includes a wetland.

\_\_\_\_\_ Is within a flood plain.

\_\_\_\_\_ Includes slopes more than twenty five percent (a 1:4 pitch or 14° angle) or steeper.

\_\_\_\_\_ Is on muck soils or soils known to have severe limitations for on site sewage systems.

\_\_\_\_\_ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS (all attachments **must be included**). Letter each attachment as shown here.

- \_\_\_\_\_ A. A survey sealed by a professional surveyor of proposed division(s) of parent parcel  
The survey **MUST SHOW**:
  - (1) Current boundaries (as of March 31, 1997)
  - (2) All previous divisions made after March 31, 1997 (indicate when made or none),
  - (3) The proposed division(s) with dimensions
  - (4) Existing and proposed road/easement rights-of-way
  - (5) Easements for public utilities from each parcel to existing public utility facilities
  - (6) Any existing improvements and their setbacks pertaining to boundary lines (buildings, well, septic system, driveways, etc.)
  - (7) Any of the features checked in question number 5
  - (8) North arrow, date and scale
  - (9) County drainage courses and or existing field tile.
  - (10) Certification from County Treasurer that all taxes have been paid for the **PAST 5 YEARS INCLUDING CURRENT YEAR**
- \_\_\_\_\_ B. A statement by the owner as to whether an application for division of the parcel has been denied by the township within 365 days of the date of the filing of the current application.
- \_\_\_\_\_ C. Written legal agreement for shared driveway on an unobstructed easement for board approval.
- \_\_\_\_\_ D. Indication of approval, or permit from County Road Commission, or Lodi Township for each proposed new road.
- \_\_\_\_\_ E. A copy of any transferred division rights (109(4) of the Act) in the parent parcel.
- \_\_\_\_\_ F. All taxes current on the parcel.
- \_\_\_\_\_ G. A fee of \$ \_\_\_\_\_.
- \_\_\_\_\_ H. Other (please list) \_\_\_\_\_

**CERTIFICATION INCLUDED WITH APPLICATION**

8. **HOMESTEADS** – *If there is a homestead on the parent parcel, after the division has been approved, a new homestead affidavit must be filed for the new parcel number assigned to the homestead.*

9. **AFFIDAVIT** giving permission for municipal, county and state 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. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formally the Subdivision Control Act, P.A. 288 of 1967, as amended) particularly by P.A. 591 of 1996), MCL 560.191 *et seq.*, and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally, even if this division is approved, I understand zoning, local ordinance and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Lodi Township will approve a proposed division within 45 days after filing of the proposed division ***if all of the above requirements are met.***

**DO NOT WRITE BELOW THIS LINE:**

Approved: Conditions, if any \_\_\_\_\_  
 Denied: Reasons (cite): \_\_\_\_\_

PARENT PARCEL TAX I.D. # M - 13 - _____ - _____ - _____			
New Parcel Tax I.D. #	Acreage	New Parcel Tax I.D. #	Acreage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Number of New Parcels** \_\_\_\_\_ **Application Fee** \_\_\_\_\_

## **AS OF SEPTEMBER 16, 2019**

The property owner must obtain a certification from the County Treasurer that all taxes and specials have been paid for the past 5 years and present that to us with their application for land division. The form and process to obtain the certification are attached to the land division application.

## **Process to obtain a Tax Certification from County Treasurer's office for a property split.**

**Please make sure the form comes to the County Treasurer's Office along with the \$5 fee.**

For each parent parcel, you will need to fill in the top of the attached form and then (in no particular order):

1. Get the parcel certified for delinquent taxes at the County Treasurer's office,
2. Have the City/Village/Township Treasurer certify there are no current taxes owing to date, and
3. Have the County Water Resources department certify that all multi-year drain debt costs apportioned to the parcel have been paid.

For the County Treasurer portion, you can either mail it at:

Washtenaw County Treasurer  
P.O. Box 8645  
Ann Arbor, MI 48107-8645

Overnight mail (Fed-Ex, etc.) address:

Washtenaw County Treasurer  
200 N Main Street, Suite 200  
Ann Arbor, MI 48104

We also have a drop-box located next to our Main Street entrance (200 N Main St).

Please provide the address to which you would like the form mailed back.

Unfortunately, there is no way to process these online currently.

We process our mail by date received, so the sooner we receive it, the sooner we can process it for you.

Washtenaw County Water Resources Department  
<https://www.washtenaw.org/154/Water-Resources>

**Phone** (734) 222-6860

**EMAIL** [drains@washtenaw.org](mailto:drains@washtenaw.org)

### **Physical Address**

705 N Zeeb Rd  
Ann Arbor, MI 48103

### **Mailing Address**

P.O. Box 8645  
Ann Arbor, MI 48107-8645



### Land Division Tax Certification

Pursuant to the Land Division Act 288 of 1967, MCL 560.109(1)(i), this certificate certifies that current and the preceding years of taxes on this date, \_\_\_\_\_ have been paid for the following parcel to be divided:

**Parcel Information:**

Parcel Number: \_\_\_\_\_  
 (If dividing multiple parcels, please fill out a separate form for each parcel)

Parcel Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Legal Description (If additional space needed, please attach separate sheet):

**Owner Information:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

If this parcel was split from or combined from other parcels in the last 5 years and is in the City of Ann Arbor, Scio Township, or Ypsilanti Township, please attach a list of parcel numbers for the parent parcel(s).

Certifications are required in no particular order. This form will be returned to the owner unless otherwise requested.

#### Washtenaw County Treasurer Certification (\$5 Statutory Fee):

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: \_\_\_\_\_

I hereby certify that there are no tax liens or titles held by the State of Michigan on lands described below, and that there are no tax liens or titles held by individuals on said lands for all years preceding the first day of March and that the taxes for said period are paid, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission.

Washtenaw County Treasurer

Split Certificate Number: \_\_\_\_\_

#### City/Township/Village Treasurer Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: \_\_\_\_\_

I hereby certify that, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission, current year's taxes issued to date have been paid:

Summer Bill: \_\_\_\_\_ Village Bill: \_\_\_\_\_ Winter Bill: \_\_\_\_\_

Signature / Initials: \_\_\_\_\_ Name & Title: \_\_\_\_\_

#### Office of the Water Resources Commissioner Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: \_\_\_\_\_

I hereby certify that all multi-year drain debt costs apportioned to this parcel have been paid:

Drain Project Name: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Signature / Initials: \_\_\_\_\_ Name & Title: \_\_\_\_\_

Original: Retained by Customer Copy: Filed with Township or City Assessor

***THIS PAGE IS RESERVED FOR TOWNSHIP PERSONNEL***

**DIVISION TRACKING SHEET**

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TAX CODE: \_\_\_\_\_

(Parent Parcel)

NUMBER OF SPLITS: \_\_\_\_\_

DATE REVIEWED BY ZONING ADMINISTRATOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECOMMENDED FOR APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

DATE REVIEWED BY ASSESSOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECOMMENDED FOR APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_