

LODI TOWNSHIP
3755 Pleasant Lake Road
Ann Arbor, MICHIGAN 48103

NOTICE TO ALL PETITIONERS AND APPLICANTS

FILING APPLICATIONS OR PETITIONS

You must call and schedule an appointment with the Township Clerk to file a petition or application. This includes special use petitions, rezoning petitions, site plan review application, etc. Applications or petitions cannot be filed or accepted without an appointment.

AGENDA DEADLINES (PLANNING COMMISSION ONLY)

Agenda deadlines are 12:00 noon on Monday four (4) weeks prior to the meeting date. In order to be eligible for inclusion on the agenda, you must file prior to the deadline. Filing prior to the deadline does not necessarily ensure placement on the agenda if the agenda is lengthy.

COMPLETENESS OF APPLICATION

You are hereby advised that it is your responsibility as a petitioner to review all applicable sections of the Lodi Township Zoning Ordinance and the Land Use Development Plan. It is also the responsibility of the petitioner to supply all information required by the applicable Ordinance sections.

Your comprehensive understanding of the Ordinance and the Land Use Development Plan, and your submission of all required information, will help expedite review of your application or petition.

The Planning Commission or Zoning Board of Appeals cannot take action on incomplete submission.

APPLICATION FEES

Processing and review fees must be paid when you file your petition, application or appeal. Fees are applied to the Township's costs for publication of legal notices, professional reviews, etc., and are non-refundable. The Lodi Township Fee Schedule lists the base fees required for each application/petition. Petitions and applications that require professional reviews in excess of the number of base hours provided for in the base fee shall be billed for additional hours as outlined in the Fee Schedule.

Zoning Text Amendment \$1,000.00 application fee, \$3000.00 escrow deposit, hourly billing applies
Zoning Land (map) Amendment \$1,000.00 application fee, \$3000.00 escrow deposit, hourly billing applies

SITE VISITS

Filing a petition or application gives implied consent for Township Officials and/or consultants to visit the subject site.

PETITIONER'S ACKNOWLEDGEMENT

I hereby acknowledge that I have read the above, and that I have been given a copy of this notice and a copy of the appropriate fee schedule.

Upon receipt of this signed application, access to subject property is hereby granted to Lodi Township and/or their agents.

Signature of Owner

Date

Signature of Owner

Date

Signature of Owner

Date

Any additional Owners please attach signature and date signed to application.

**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: _____ **Cell 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 onsite 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**
- CERTIFICATION INCLUDED WITH APPLICATION**
- _____ 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) _____

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. **All Owners of property MUST sign this application.**

Property Owner's Signature _____ Date _____
 Property Owner's Signature _____ Date _____

*Any additional Owners attach signatures.
 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 -	Acreage	New Parcel Tax I.D. #	Acreage
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Number of New Parcels _____ Application Fee _____

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 original parcel. Each subsequent parcel on the same application is \$50.00 each. If the reviewer deems it 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 final 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 original parcel, each additional parcel \$50.00 each

Planner Fees will be charged if Planner review is needed*

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

Signature of Owner _____ Date _____

Signature of Owner _____ Date _____
(Any additional Owners please attach signatures)

Received at Lodi Township Office by _____ Date _____

Amount received \$ _____

Received from: _____ for Land Division application

Amount _____ Date _____

Lodi Township Clerk

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

Physical Address

705 N Zeeb Rd
Ann Arbor, MI 48103

Mailing Address

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

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: _____
